



**Early Childhood Investment Corporation  
Position Description:**

**Regional Technical Assistance Consultant:  
TA Area Four  
(Mid-Level Staff Designation)**

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**Supervision Received and Exercised:**

- Receives direction from the Director of Great Start Collaborative Development and Assistance

**Responsibilities and Duties:**

*This list is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Provide information, resources and technical assistance to support the Great Start Collaboratives as they achieve Great Start Performance Standards
- Act as a consultant to Great Start Collaboratives on issues of collaborative governance and development, sound project management practices, contract compliance, system evaluation and local early childhood system development and implementation
- Work closely with national and state partners to assure that early childhood system building resources are effectively utilized in support of Great Start Collaboratives
- Assist the Great Start Collaboratives to find solutions to local barriers and bring these barriers to the attention of the Director of Great Start Collaborative Development and Assistance for resolution, as appropriate
- Continuously and actively seek out pertinent information and resources to assist the Great Start Collaboratives as they develop and implement local early childhood systems

- Assist with the coordination and delivery of training and technical assistance for a region of Great Start Collaboratives
- Build learning partnership with Great Start Collaboratives in the region to strengthen both their practices and those of ECIC
- Facilitate peer-to-peer support between Great Start Collaborative Directors and Coordinators within the region and across regions, as appropriate
- Encourage, where practical, regional collaboration to avoid duplication of effort and to ensure the most efficient use of ECIC funding, e.g. media campaign
- Look for opportunities to interface with other ECIC-based efforts
- Meet, communicate and coordinate on an ongoing basis with other Regional Technical Assistance Consultants to share best practices and resources across regions
- Act as an internal and external “customer service” information resource
- Review and advise on Great Start Collaborative system assessment, planning and development methods and approaches
- Complete required reports and documentation within agreed upon timeframes
- Keep Director of Great Start Collaborative Development and Assistance updated on related issues
- Make effective recommendations for appropriate changes and improvements to technical assistance efforts
- Generate useable and actionable ideas to improve efficiency and provide value-added service to the ECIC

#### **Qualifications and Required Skills:**

- Bachelor’s degree from a discipline related to the early childhood field with 7 to 10 years of related experience required. (Relevant disciplines include: social work, early education or elementary education, nursing, family ecology, child psychology, public policy, etc.)
- Experience **must** include working as a member of a collaborative initiative on behalf of children and their families

- Effective group consultation and meeting facilitation skills
- Proficient in Microsoft Word and Excel software usage
- Strong problem solving, leadership and analytical skills
- Self-motivated
- Professional, discreet and tactful
- Creative, resourceful and forward thinking
- Detail oriented with a multi-tasking aptitude

**Knowledge of:**

- How to create and sustain a collaborative approach in the community
- Broad range of strategic planning and organizational development principles
- Appropriate evidence-based early childhood program development and implementation

**Ability to:**

- Effectively serve as a consultant to Great Start Collaboratives
- Develop and conduct relevant and effective individual and group learning opportunities
- Navigate through local and regional issues to support Great Start Collaboratives in their efforts while always using good judgment in recognizing the scope of authority
- Deal effectively with individuals at all business levels and variety of situations requiring tact, judgment and composure
- Organize tasks and time to ensure timely completion of all projects and responsibilities
- Maintain strict confidentiality in all matters pertaining to Great Start Collaborative management and operations
- Communicate clearly and concisely both orally and in writing
- Perform efficient and accurate applications using spreadsheet software, independently prepare word processing reports, create finished documents which meet ECIC requirements and are professional in appearance

- Maintain accurate and detailed files and records for Great Start Collaboratives in accordance with ECIC guidelines
- Work efficiently and accurately while projecting a customer-oriented image in the atmosphere of a high intensity work environment
- Plan own work under supervision of the Director of Great Start Collaborative Development and Assistance
- Exercise excellent judgment in recognizing the scope of authority
- Adapt to and support a changing work environment
- Periodically work an extended work day
- Travel overnight
- Operate an automobile and possess a valid driver's license and insurance
- Work independently and maintain multiple responsibilities
- Work under deadline pressure
- Relate well with others and promote a positive professional demeanor
- Perform work involving confrontation and negotiation
- Maintain a cooperative working relationship with those contacted in the performance of the position