

# Early Childhood Specialist

## Primary Responsibilities

West Central Initiative seeks an early childhood specialist to provide support to WCI's early childhood programs.

## Examples of Important and Essential Duties

- Manage and continuously improve WCI's Early Childhood Initiative (ECI) programs.
- Administer consultant contracts as directed.
- Coordinate the regional ECI meetings
- Represent WCI by attending meetings of the Early Childhood Dental Network, Early Childhood Mental Health Network, Child Care Directors group and local ECI coalitions.
- Manage all aspects of early childhood grants.

## Results Required of this Position

- WCI maintains its position on the forefront of a movement to put young children first.
- ECI groups are coordinated and well represented.
- Grant programs are promoted and administered professionally and in cooperation with all staff.
- Grant applications and reports are submitted accurately and on time to funding sources.
- Accurate records are maintained.

## Knowledge, Skills and Abilities

- Minimum of an Associate of Arts degree, baccalaureate preferred.
- Experience with early childhood programs and/or education in related fields preferred.
- An ease in projecting a welcoming, affirming attitude toward all.
- Skilled at running meetings that have a clear purpose and respectfully engage all attendees.
- Excellent public speaking and writing skills, particularly report writing, grant writing and persuasive writing.
- Ability to analyze data and interpret findings to the general public.
- Lifelong learner, committed to continuous learning and professional development.
- Ability to work with diverse populations, alert to equity issues, and having a strong commitment to inclusion.

Valued but not required skills and experience:

- Three years experience in related field.
- Experience in grant writing.

## To Apply:

An application is available online at [employment.wcif.org](http://employment.wcif.org). Please complete and email, along with cover letter and resume, to [info@wcif.org](mailto:info@wcif.org), or mail to:

West Central Initiative  
PO Box 318  
Fergus Falls, MN 56538



West Central Initiative (WCI) is a regional community foundation and development organization that serves nine counties in west central Minnesota: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin. Its primary goal is to strengthen the economy of the region so that area families, communities and businesses thrive now and for generations to come. WCI does this using the tools of economic and community development and by promoting philanthropy.



West Central Initiative is located in Fergus Falls. It's a regional destination for arts and culture, and is making a name for itself for the creative entrepreneurs who call Fergus Falls home, providing artisan breads, quality chocolate, locally roasted coffee, craft beer and more!

Fergus Falls is the county seat of Otter Tail County, which boasts of more than 1,000 lakes and is a popular area for year-round recreation. The city is also the gateway to the Central Lakes Recreation Trail.



For more information, contact:

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