

## EARLY LEARNING PARTNERSHIP MANAGER

### Description

#### 2-YEAR GRANT FUNDED

The Early Learning Partnership Manager (ELPM) is a member of the School and Afterschool Partnerships team. This team is responsible for the planning, related networking, logistics, and delivery of high-quality, educational, fun, and engaging professional development and programmatic experiences for educators working in a variety of educational and afterschool settings. The ELPM will report to the Director of School and Afterschool Partnerships and will help to develop professional development experiences (including workshops and related resources), primarily for early educators (particularly family child care providers, playgroup leaders, and other preschool educators). All experiences and resources should reflect the goals and philosophies documented in Boston Children's Museum's Learning Framework, which emphasizes play and exploration in service of learning.

The ELPM will be particularly engaged in a project focused on supporting family child care providers across the state. This will involve outreach to a wide variety of stakeholders (including providers, caregivers with children enrolled in family child care programs, and related support organizations), site visits, developing professional development in collaboration with family childcare providers, and iterating on the design of these experiences based on evaluation feedback. Workshops, once refined, will be used to help scale this initiative and be offered throughout the state.

Applicants should have strong experience with and understanding of the early education landscape, and preferably direct experience with family childcare settings, the ability to share knowledge with other colleagues (including childcare providers and early education professionals), and may be asked to represent the Museum by sharing their expertise with external partners.

### Responsibilities

- Lead the Museum's work in early education professional development, which may include leading defined projects, grants, and professional development workshops, organizing timelines, deliverables, and partners.
- Share content, pedagogy, and programmatic development expertise with colleagues; including within the Museum and with early education professionals outside of the Museum.
- Serve as a resource for senior Museum staff, external partners, and networks in a given area of expertise, drawing on specialized content knowledge to represent the Museum.
- Build our network outside of the Museum in support of early education, communicate frequently with and maintain contacts with relevant stakeholders in order to understand needs and support Museum offerings.
- Model development of and lead engaging, educational, and fun interactive professional development programs and experiences for educators, and occasionally for other audiences (such as young children or caregivers), across the many areas in which our educational resources are used (in homes, schools, other community settings, and in the Museum).
- Lead brainstorming around experience development projects, model implementation of learning experience framework objectives and goals in

### Hiring organization

Boston Childrens Museum

### Employment Type

Full-time

### Job Location

308 Congress St., 02210, Boston

### Working Hours

Monday-Friday, 35 hours per week

### Salary

\$ 55,000

### Date posted

October 30, 2024

resource development, actively participate and model development of new programs.

- Guide iterative testing of resources, including pilot tests of workshops and resources both within the Museum and in educational settings outside of the Museum, incorporating feedback from colleagues, participants, and evaluation professionals
- Other duties as assigned.

## Qualifications

- College degree with an area of study in child development or early education field preferred, or equivalent; 2 – 4 years of relevant work experience.
- Minimum of 5 years of experience working in early education settings; experience working directly in family childcare settings is a plus.
- In addition to English, fluency in a second language is required; Fluency in Spanish is strongly preferred.
- Experience developing and implementing educational experiences, including professional development for educators.
- Experience with children ages 0 – 5 and an understanding of children's emotional, intellectual, and social development.
- Excellent interpersonal skills and the ability to work well with diverse, intergenerational audiences, in an energetic, friendly, outgoing, and professional manner.
- Experience with and ability to network and forge collaborations with community partners.
- Excellent written and oral communication skills. Comfortable presenting to large groups.
- Excellent organizational skills.

## Working Conditions

**Physical Demands:** Frequently stand/walk, sit, perform desk-based computer tasks, and use a telephone. Occasionally kneel/crawl, twist/bend/stoop/squat, grasp lightly/fine manipulation, and grasp forcefully, lift/carry/push/pull objects that weigh 21-40 pounds.

**Work Environment:** Normal office environment with varying exposure to office equipment (i.e. printer, fax, shredder, phone, and desktop computer). The Office space and Museum exhibits can be a fast-paced environment and often noisy during peak seasons. Sometimes a crowded environment with the public and with young children.

**Other Factors:** Work is performed routinely within the Museum setting, but on occasion may require work performed outside. Flexibility to occasionally accommodate weekends, school vacations, and holidays as required.

## Job Benefits

(Benefits eligibility is based on regular weekly hours per week)

- Health Insurance
- Dental Insurance
- Vision Insurance
- 13 Paid Holidays
- Up to 12 Sick days
- Mass Earn Sick Time
- Up to 10 Vacation days
- 403(b) Retirement Plan

- Flexible Spending Accounts
- Qualified Transportation Accounts
- Life Insurance
- Short- Term & Long-Term Disability
- American Alliance Museum Access
- New England Museum Association Access
- Free Admission to 100+ Museums

## **Contacts**

[jobs@bostonchildrensmuseum.org](mailto:jobs@bostonchildrensmuseum.org)

## **About**

### **OUR MISSION**

Boston Children's Museum engages children and families in joyful discovery experiences that instill an appreciation of our world, develop foundational skills, and spark a lifelong love of learning.

### **OUR VISION**

Boston Children's Museum is a welcoming, imaginative, child-centered learning environment that supports diverse families in nurturing their children's creativity and curiosity. We promote the healthy development of all children so they will fulfil their potential and contribute to our collective well-being and future prosperity.

### **OUR VALUES**

**Creativity. Respect. Excellence. Accountability. Thoughtfulness. Equity.**

Boston Children's Museum is a curious, experimental, and creative learning organization. We have a child and family centered focus, welcoming and respecting all Museum audiences. We collaborate and show mutual respect and support for our colleagues. We recognize that each person has equal, intrinsic worth and deserves to be treated with dignity. We are a culture that innovates, changes, and pushes boundaries to keep the museum relevant. We are responsible to each other and strive to keep our commitments to our colleagues. We have a commitment to high ethical standards. We recognize the importance of work-life balance, respecting the importance of personal growth and family. We have an ongoing commitment to fairness in all aspects of the Museum and we embrace alternative ways of thinking.