

EARLY LEARNING PARTNERSHIP MANAGER

Description

2-YEAR GRANT FUNDED

Boston Children's Museum is seeking a bilingual candidate with fluency in English and Spanish (verbal and written) to serve an exciting role in our School & Afterschool Partnerships team.

The Early Learning Partnership Manager (ELPM) is responsible for the planning, related networking, logistics, and delivery of high-quality, educational, fun, and engaging learning resources, professional development, and programmatic experiences for educators working in a variety of educational and afterschool settings, primarily in support of young children (birth through elementary-age). The ELPM will report to the Director of School & Afterschool Partnerships and will help to develop learning resources and professional development experiences (including activities and workshops), primarily for early educators (particularly family child care providers, playgroup leaders, and other preschool and Kindergarten 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 projects focused on supporting early childhood educators and family child care providers across the state. These projects will involve outreach to a wide variety of stakeholders (including individuals, related support organizations, and caregivers), partnership building, recruiting pilot testers, site visits, developing professional development in collaboration with early educators and family child care providers, and iterating on the design of these experiences based on evaluation feedback. Professional development workshops, once refined, will be used to help scale these initiatives.

Applicants should have strong experience with and understanding of the early education landscape, including background in instructional design, classroom teaching, or other related areas, and preferably direct experience with family child care settings. Applicants should also have the ability to share knowledge with other colleagues (including family child care providers and early education professionals) and may be asked to represent the Museum by sharing their expertise with external partners.

Responsibilities

- Work with other members of the School & Afterschool Partnerships team to lead the Museum's work in early education resource development, which may include leading defined projects, grants, and professional development workshops, as well as organizing timelines, deliverables, and partners.
- Build and maintain our network of partnerships outside of the Museum in support of early education—communicate frequently and maintain contact with relevant stakeholders in order to understand needs and support Museum offerings.
- Share content, pedagogy, and programmatic development expertise with colleagues; including within the Museum and with early education professionals outside of the Museum.

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

- Model development of and facilitate engaging, educational, and fun, interactive learning experiences tailored to a variety of stakeholders including 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 brainstorm for development projects—model implementation of the Museum’s Learning Framework objectives and goals in resource development, actively participate in iterative 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.
- Support institutional and departmental initiatives, goals, and operations. Collaborate with Museum leadership to further the Museum’s mission and to ensure a cohesive staff culture.
- Participate in required all-staff activities, discussions, meetings, and training.
- Other duties as assigned.

Qualifications

- College degree with an area of study in preferred fields including child development, early education, educational studies, educational sciences, instructional design, and/or educational philosophy, or equivalent; 2 – 4 years of relevant work experience.
- Minimum of 5 years of experience working in early education settings, educational leadership, instructional design, and/or professional development; experience with and/or understanding of the family child care landscape is a plus.
- In addition to English, fluency in Spanish is required.
- Experience developing and implementing educational experiences, including for children, caregivers, and educators; experience developing and facilitating professional development for educators is a plus.
- Experience with children ages 0 – 8 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 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

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.