

FLINT CULTURAL CENTER CORPORATION

601 E Second Street
Flint, MI 48503

Job Title: Early Childhood Education Coordinator
Location: Sloan Museum / Longway Planetarium
Reports To: Curator of Education and Outreach Programs
FLSA Status: Exempt

GENERAL DESCRIPTION

This position will work with the Education and Outreach curatorial staff to design and coordinate all early childhood education initiatives for Sloan Museum and Longway Planetarium. This will include the design of curriculum and delivery programs both in Sloan*Longway facilities and off site at regional schools and institutions. ***Programs may occur during morning and afternoons on weekdays along with some evening and weekend work, requiring a flexible schedule.*** The Early Childhood Education Coordinator will also be responsible for cultivating relationships within the early childhood education community and with families with young learners. A special emphasis will be placed on programming initiatives for Flint families. While this position takes the lead on early childhood programming, it is expected that individuals in this position will conduct classroom and gallery programs in the museum and planetarium as well.

RESPONSIBILITIES

- Serves in a lead position on the development, management, delivery, and evaluation of early childhood education programs. These programs will take place both in the museum and planetarium and in classrooms and institutions throughout the region.
- Delivers programs to school groups, organized groups, and families.
- Cultivates relationships and engagement with early childhood educators and families. Works with curatorial staff and the Community Engagement Coordinator to establish and facilitate an Early Childhood Education Initiative Advisory Group.
- Provides training for Sloan*Longway Education and Outreach staff to ensure delivery of high-quality programming.
- Assists with the development and management of grant funded initiatives, ensuring that grant commitments are met and appropriate data tools are administered.
- Assists with the development of formative and summative evaluation instruments for programs and initiatives. Responsible for administering evaluation instruments for all programs this position may oversee.
- Works, as needed, with the marketing manager on development of education publications, museum brochures, and interpretive materials.
- Assists with the departmental budget.
- Works closely with the Materials Coordinator for procurement of appropriate supplies and materials as well as the preparation of those materials.
- Attends meetings and conferences pertinent to museum education and programs.
- Assists with the recruitment and training of volunteers.
- Provides support for other Sloan*Longway Education and Outreach team programs.

Job Description and Qualifications:

EDUCATION / QUALIFICATIONS / SKILLS REQUIRED

- Bachelor's Degree in Early Childhood Education
- Minimum of 3 years of experience in an early childhood classroom.
- Excellent communication skills, both with children and adults.
- Ability to work well with educators, children, and the general public, one-on-one and in groups.
- Ability to work well in a team environment.
- Ability to manage multiple tasks while maintaining good oversight to details.
- Ability to analyze problems and provide creative solutions.
- Willingness to support all programming initiatives of the Sloan*Longway Education and Outreach team.
- Proficiency with Microsoft Office programs.

Apply To: Email cover letter and resume, including salary requirements to hr@fcccorp.org

Date Posted: 8.6.19 Posting will remain active until filled

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