

TITLE: FARM TO EARLY CARE AND EDUCATION CONSULTANT

STATUS: EXEMPT

REPORTS TO: ECQUIP MANAGER

DATE: JANUARY 2020

POSITION SUMMARY:

Implement Iowa AEYC Farm to Early Care and Education (F2ECE) Project

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Administers the F2ECE Project and its resources in compliance with the funding source and/or contract.
2. Develops and provides professional development for centers, home providers, schools, and others to engage children and families in healthy nutrition and fitness curriculum/activities.
3. Conducts efforts to engage partners, programs, and potential funders to address issues involving access to locally grown, healthy foods.
4. Recruits and maintains statewide membership in F2ECE Coalition, including organizing and leading meetings.
5. Completes planning, development, and provision of professional development for the F2ECE Coalition.
6. Completes grant progress reports and evaluates program effectiveness on behalf of Iowa AEYC. Communicates with grant funders to insure proper alignment of goals and expectations.
7. Provides periodic updates to supervisor and ED about the project
8. Coordinates site visits for potential and current project implementation and replication.
9. Works with ECQuIP Team on implementation for Farm2ECE in Coalition Child Care Programs.

ADDITIONAL DUTIES:

Performs other duties as directed by ECQuIP Manager and Executive Director.

QUALIFICATIONS:

Bachelor's degree in Early Childhood, Human Services, Sociology, Community Planning, Sustainable Agriculture, or related field required. Two years or more experience in project management, food systems, or community development preferred. Proficient use of a computer and MS Office applications; interpersonal skills and ability to work productively with individuals at all levels. Highly organized, detailed oriented, self-directed. Customer service and ability to respond promptly to Executive Director, ECQuIP Manager, Iowa AEYC Governing

Board, Iowa AEYC staff, F2ECE Partners, and F2ECE Coalition, implementation site personnel, and other professional agencies/organizations in a professional manner.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

None required for the position. Upon hire, annual Iowa AEYC/NAEYC membership paid by Iowa AEYC.

WORK RELATIONSHIPS AND SCOPE:

Reports directly to ECQuIP Manager. Work closely with Executive Director, ECQuIP Manager, F2ECE Partners and Coalition, Iowa AEYC Governing Board, Iowa AEYC staff, implementation site personnel, and other professional agencies/organizations in a professional manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient use of computer and MS Office applications; professional demeanor and appearance; interpersonal skills, including the ability to maintain positive relationships with individuals at all levels; ability to write and complete reports, business correspondence, procedural manuals, and other documents as required by the project; satisfactory performance of essential duties; and overnight travel, as business necessitates.

WORKING CONDITIONS:

Work is primarily performed in an office environment with little chance for personal injury. Frequent travel is required for meetings and visiting implementation sites. Position requires access to transportation to locations across the state. Deadline pressure is an integral part of the position. Frequent mental and visual concentration using computer/print and reading/assimilating information. Position is full-time (40 hours per week). Work hours include extended weekday and occasional weekends for meetings, professional development, and other events. Variation in work hours occurs due to special projects, deadlines, and other activities.

MEASURE OF PERFORMANCE

Quality, accuracy, timeliness, reliability, and thoroughness of work performed; effective communication; productive working relationships with Executive Director, Professional Development Manager, F2ECE Partners and Coalition, Iowa AEYC Governing Board, Iowa AEYC staff, implementation site personnel, and others in a professional manner.

EQUIPMENT OPERATED:

Utilizes a computer and printer for word processing, spreadsheets, email, Internet/intranet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

ACKNOWLEDGEMENT:

IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the employee. The employee may be required to perform other job-related duties as requested by Executive Director or Professional Development Manager. Requirements and expectations of the position are subject to change over time and for possible modification to reasonably accommodate individuals with a disability.

I acknowledge this job description is neither an employment contract nor a legal document. I received, read, and understand the expectations for the successful performance of this position.

Received by Employee

Date