



## Kansas Association for the Education of Young Children

<b>Job Title</b>	Kansas Association for the Education of Young Children (KSAEYC) Administrator
<b>Reports To</b>	Executive Board
<b>Classification</b>	Part-time, contract
<b>Salary</b>	Submit Bid

### **Job Purpose**

The Kansas Association for the Education of Young Children (KSAEYC) is a non-profit association whose members represent a diverse range of services for children. KSAEYC is affiliated with the National Association for the Education of Young Children, which provides educational resources for adults committed to improving the quality and availability of services for children from birth through eight...the critical years of development. The KSAEYC Administrator will serve as the communication point person to the Board of Directors, the membership, and to NAEYC.

### **Duties and Responsibilities**

The KSAEYC Administrator will be responsible for informing, guiding, and engaging with the three primary stakeholder groups:

#### ***KSAEYC Members:***

- Respond to all email messages in a timely, professional and friendly manner
- Maintain the KSAEYC Facebook page
- Maintain the KSAEYC Twitter page
- Pin ideas to the KSAEYC Pinterest board
- Update the KSAEYC website at least monthly
- Inform membership of updates, chapter events, public policy/advocacy information, etc. through a quarterly e-newsletter
- Update membership information utilizing the NAEYC database
- Attend at least two-three other state-wide conferences as a KSAEYC Exhibitor

#### ***Board of Directors:***

- Prepare meeting agendas and needed materials for board members on a quarterly basis under the guidance of the President
- Maintain and publish a schedule of annual meeting dates

- Assist committee chairpersons in posting reports to the shared network
- Attend all board meetings, including the two-day board retreat
- Assist President to secure locations and catered meals for board meetings
- Attend and assist with the Annual Professional Development Conference:
  - Create and develop the conference program to be printed and/or put on a digital app to be used for attendees
  - Arrange for the printing of program books for the annual conference
  - Assist conference chair in coordinating with the conference venue, vendors, presenters, etc.

### **NAEYC**

- Participate in all required conference calls and webinars
- Complete and submit reports on behalf of KSAEYC
- Provide guidance to the KSAEYC Executive Board of Directors based upon NAEYC updates
- Communicate pertinent information from NAEYC to the board and to the membership through the e-newsletters

### **Qualifications**

- Knowledge of early childhood systems and services
- Ability to communicate in a variety of modes
- Proficient in technology use, including creating spreadsheets, filling out online reports, Microsoft, various forms of social media platforms, updating information on a website, e-newsletter platforms
- Owns a computer; KSAEYC is not responsible for maintenance of the computer or other office equipment used by the Administrator
- Self-motivated/self-starter
- Innovative, creative thinker

### **Working Conditions**

The majority of this work will be performed at home and/or on a flexible schedule. The Administrator will also be expected to attend approximately three board meetings per year on Saturdays, a two-day retreat during the week which will require an overnight stay, and an annual professional development conference on a Friday/Saturday.

### **Physical Requirements**

This position has very minimal physical requirements. The Administrator will be responsible for transporting board materials to meetings. At the annual conference, the Administrator will be

asked to help lift and/or carry materials. The majority of materials are not heavy, but there may be a moderate amount.

**Direct Reports**

None

**Additional Information**

Those interested should submit a proposal for a contract beginning February 1, 2020 and ending December 31, 2020. Upon successful completion of the initial year, an additional one year contract extension will be considered. Total contract possibilities will be for 2 years with an evaluation after each year. Submit proposals to Michelle Gilbert, KSAEYC President, at [email.kansas.aeyc@gmail.com](mailto:email.kansas.aeyc@gmail.com) no later than January 18, 2020.