
Job Opening

Professional Development Advisor

Posted: 7/18/17

AVAILABLE IMMEDIATELY

Full Time

Think Small™ has been dedicated since 1971 to advancing quality care and education of children in their crucial early years. We currently have a position available to provide professional development advising to individual child care providers; develop community partnerships and relationships that enhance professional development opportunities and advise to child care providers who are seeking admittance into Parent Aware.

Essential Job Functions

- Facilitate a career planning discussion with ParentAware providers to help them create a professional development plan with actionable steps
 - Analyze learning records and recommend training that supports a career pathway and meets the Parent Aware requirements for providers and programs
 - Provide information on the MN Child Care Credential, the national Child Development Associate Credential (CDA), the Minnesota Infant Toddler Credential, degree programs and Minnesota Center for Professional Development virtual career guidance resource
 - Provide information on financial assistance options for continuing education, including TEACH and REETAIN, and refer as necessary
 - Provide information on English classes for English Language Learner providers and those seeking options for completing a high school diploma or GED
 - Participate in District and State networking opportunities
 - Meet and maintain the requirements for Professional Development Advisor Endorsement, as outlined by Achieve-MNCPD
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Requirements

- Bachelor's Degree in EC Education, Child Development, School-age Care, OR
 - Bachelor's Degree with 30 college credits earned in courses related to an appropriate Child Development
 - Knowledge of child development, early learning standards, community resources and business protocols
 - Ability to establish and maintain reflective and trusting relationships across all levels
 - Ability to plan, organize and prioritize work and set goals
 - Strong interpersonal and communication skills
 - Advising skills or past experience in career advising
 - Experience working with diverse populations
 - Self-starter, motivated, flexible and professional
 - Working knowledge of basic MS Office programs (Outlook, Word, Excel)
 - Valid driver's license, reliable personal vehicle and proof of insurance is required for metro area travel
 - Occasional evenings, potential for weekend hours
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Salary and Benefits

Think Small offers a minimum wage of \$20.14/hr for this position and an excellent benefit package. This position will work out of our award winning building located at 10 Yorkton Court in Little Canada near Highways 35E and 694.

How to Apply

Submit cover letter and salary expectations to jobs@thinksmall.org with job title on the subject line

Think Small is an Equal Opportunity and Affirmative Action Employer

10 Yorkton Court, St Paul, MN 55117

