



Northwest Early Learning Coalition

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POSITION ANNOUNCEMENT - Regional Lead, Northwest Early Learning Coalition

Position Type: Part-time, hourly

Employing Agency: This position will be filled through part-time, hourly employment OR as an organizational subcontract with First 5 FUNdamentals (F5F), the support agency to Northwest Early Learning Coalition (NWEL Coalition).

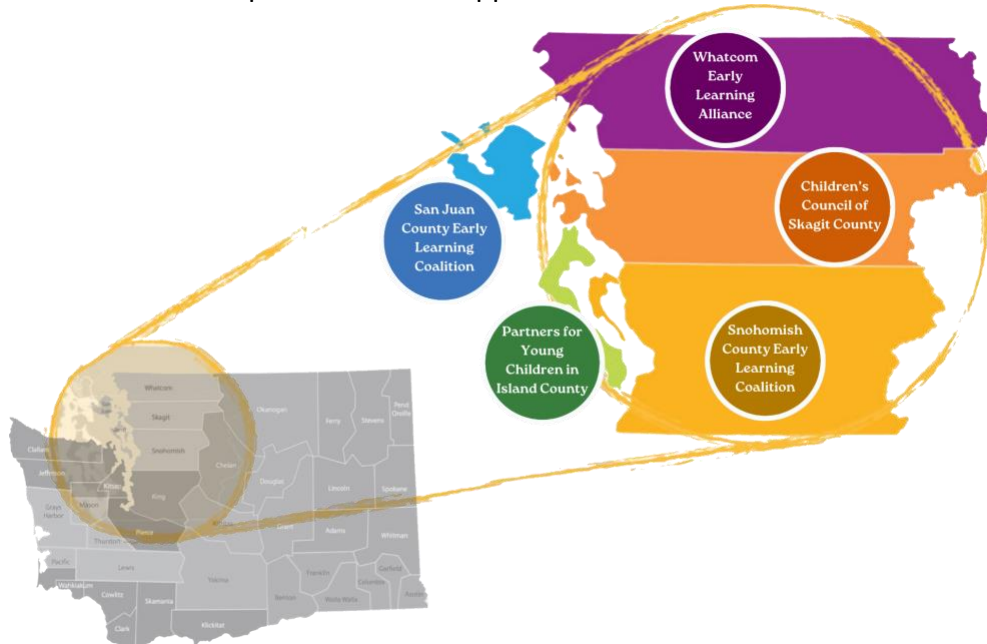
Initial Contract Period: October 2024 – June 2025

Compensation: This is a part-time hourly position not to exceed \$1800 per month, to be billed at an hourly rate of \$45/hour estimated at 10 hours per week.

Application Deadline: Proposals will be reviewed on a rolling basis. Application period closes on August 9.

ABOUT NORTHWEST EARLY LEARNING COALITION

[Northwest Early Learning Coalition](#) (NWEL Coalition) is a network of five county coalitions with a mission to make excellence in early learning achievable and sustainable for EVERY child in northwest Washington. Our work includes connecting and aligning county, regional, and statewide efforts, as well as bringing together critical community resources, county expertise, and cross-sector relationships to create efficiencies and expand access to support and resources.



NWEL Coalition is self-managed and governed by a leadership team representing each of the five counties in the region. We operate with a clearly defined dynamic collaboration model that distributes leadership and increases transparency, agility, and clarity.

HOW WE OPERATE

We are one of 10 regional members of [Washington Communities for Children](#) (WCFC), a statewide network of Regional Early Childhood Coalitions (see picture right) whose mission is to connect and coordinate local and statewide efforts across Washington's early childhood system. WCFC and NWEL's fiscal support agency is [First 5 FUNdamentals](#) (F5F), a collective projects incubator founded as a non-profit organization in 2008 whose vision is that communities across Washington state design and implement solutions to complex problems together. F5F's mission is to uphold communities in achieving their collective goals for children and families.



JOB RESPONSIBILITIES

The NWEL Coalition Regional Lead ("Regional Lead") is responsible for facilitating the region's cross-sector coalition, guiding group decision-making, and participating as a representative on the WCFC statewide leadership team. Since 2006, this position has been funded through various funding streams; role renewal is contingent upon funding availability. Specific duties include:

Regional/Local Leadership

- Demonstrate and uphold an ongoing commitment to antiracism and social justice
- Coordinate and facilitate monthly Regional coalition convenings; lead strategic coordination and collaboration of early childhood partners across the northwest region.
- Manage and/or facilitate distribution of Regional communication materials including meeting invitations, post-meeting follow ups, coalition events and activities, etc.
- Mobilize Regional partners around local, regional, and state advocacy priorities.
- Facilitate co-creation of Regional plans to uphold WCFC Commitments.
- Align Regional coalition goals and activities with the Washington State Early Learning Coordination Plan (ELCP).
- Lead process to collaboratively establish annual Regional budget.
- Work with WCFC Data & Evaluation Manager to track progress toward Regional Commitments.
- Lead annual review of Regional Charter that includes coalition values, roles, and decision-making processes.
- Work with coalition members and leadership team to support coalition sustainability, including identifying funding and resource opportunities and coordinating strategic planning.
- Regularly check in with Regional Leadership team to ensure agreed upon activities are being completed and needs are met.

- Support County Coalitions in upholding WCFC Commitments (as applicable).
- Ensure active promotion of Vroom to families and/or early childhood health providers in local community.
- Share about Vroom activities in monthly WCFC report.

State Leadership

- Represent NWEL Coalition locally and across Washington state as the Washington Communities for Children (WCFC) Regional Lead.
- Convey decisions made by WCFC State Leadership team to NWEL Coalition members.
- Attend WCFC Leadership Team meetings (monthly).
- Attend WCFC Annual Leadership Team retreat (location TDB).
- Attend WCFC Advocacy Day (Olympia, WA).
- Participate in at least 1 WCFC workgroup (frequency varies).
- Submit monthly reporting.

QUALIFICATIONS

The following qualifications are needed to be considered for the role:

- Systems thinker and effective communicator
- Effective and experienced in leading projects and meeting facilitation
- Personal or professional experience of early childhood landscape and its impacts on families
- Knowledgeable of various parent engagement strategies, and/or has experience advocating for family voice in local systems change
- Experience and/or willingness to engage with state-level and publicly-funded systems that serve families with young children
- Ability to use technology and online platforms for virtual learning and communication
- Demonstrate and uphold an ongoing commitment to antiracism and social justice

COMPENSATION

This is a part-time hourly position not to exceed \$1800 per month, to be billed at an hourly rate of \$45/hour estimated at 10 hours per week.

LOCATION & REMOTE WORK

This position is open to any candidate located in Washington state, with priority given to candidates who reside in one of NWEL Coalition's five counties. This position is primarily remote with occasional travel required for regional and state events. Travel costs for in-person meetings including mileage, airfare, lodging, and/or meals will be covered according to the IRS federal reimbursement guidelines, F5F policy, and must fit within regional funding allocation.

HOW TO APPLY

Please send a resume and cover letter that explains why you are interested in the position and relevant experience to linden@first5fundamentals.org.