

Position Announcement

Program and Administrative Support Associate

Who We Are

The Center for Early Learning Funding Equity (CELFE) was established to develop and promote research- and data-informed strategies to transform funding of Early Childhood Education and Care (ECEC) programs for children ages 0-5. Housed in Northern Illinois University's Division of Outreach, Engagement, and Regional Development (OERD), CELFE works in collaboration with academic, data, and research partners across the NIU system as well as with external partners.

CELFE began its work focused primarily on Illinois' ECEC system, in which our Director, Theresa Hawley, Ph.D. has spent almost 30 years in as a researcher, advocate, and government systems change leader – working to improve ECEC policies with children and families at the center. Now, CELFE is building on that experience and the passion for systems change to focus more deeply on the funding adequacy and equity of the ECEC system. The scope and reach of CELFE is expanding to include all states and municipalities interested in transformation. CELFE is currently engaged in projects with Maine, Nebraska, and Colorado in addition to Illinois.

CELFE is in its third year and needs to *scale up* our internal capacity to meet the growing needs of states and clients interested in understanding how to transform their own ECEC systems through an equity lens, with children and families at the center. As such, we are hiring a **Program and Administrative Support Associate** to support current projects and assist in the day-to-day operation of CELFE.

The Opportunity

Responsibilities center on supporting the overall work of CELFE staff, explicitly focusing on administrative and budget management, grants management (writing, reporting, and tracking deliverables), and support on the ideation, design, and development of marketing/promotional and presentation materials. As time allows, the position will also support the Executive Director with project development, workflow management, and preparation of products, including research papers, public presentations, and project plans.

Examples of some of the work expectations are outlined below:

- Work collaboratively with NIU budget and administrative staff in monitoring and tracking CELFE revenue and expenditures, and manage required budget reporting to funders, clients, and NIU.

- Support the development and maintenance of CELFE marketing and promotional materials, specifically the CELFE website, and public and client presentation.
 - Manage social media, work with external design/marketing contractors, and work with the CELFE staff to support the development of project and client reports and cascading collateral materials. The ideal candidate will be able to complete the design and layout of reports and publications using desktop publishing software such as InDesign.
- Contribute material and assist in the writing of research findings for publications, papers, grants, and other documents for publication and distribution to public, private, and professional audiences.
- Oversee administrative functions, including managing the CELFE credit card, travel arrangements, facilities and supply management, and meeting preparation.
- Support the ED in meeting deliverables and deadlines, including calendar and meeting management, client communication, and more.
 - Fluency in project management platforms/technology, including Smartsheet, MS Teams, etc.
- Capture and develop project and product ideas, including writing outlines for papers, sketching out and managing project plans, ensuring deliverables are met, and ensuring appropriate stakeholders are engaged.
- Support the coordination and integration of CELFE workstreams to align with and support the mission, vision, and values, and help to realize the business goals of CELFE.

The ideal candidate will bring the following skills to the positions:

1. Strong administrative skills, including budget management,
2. Knowledge and experience in marketing, including social media management,
3. Knowledge and experience using desktop publishing software (e.g., InDesign and Adobe) and presentation software (such as PowerPoint and Canva) to design professional publications and slide decks, in collaboration with team members,
4. Ability to manipulate, translate, and communicate data to inform and support ECEC policy and program development/innovations,
5. An understanding of ECEC policy and programs; including federal and state funding structures and mechanisms, is a plus,
6. General (high) comfort level with using technology-based platforms for project management, basic research and data analysis, communication, and presentation of information,
7. Strong project management experience and skills,
8. Meeting planning and facilitation skills, interest, and comfort working with a variety of audiences,

9. Problem-solver with strong initiative to keep work moving; helping to establish clarity of goals and purpose if it doesn't already exist,
10. Good communicator in person as well as in a virtual work environment.

Education & Experience

1. Associate degree (bachelor's degree preferred) in business, design, or related field
2. Minimum 5 years of work experience, preferably in marketing, finance, or related field.
3. Bilingual Spanish/English a plus
4. Willingness to support fundraising activities, including proposal writing, tracking budget and project deliverables, and more.

Attributes

1. Commitment for equity, justice, and early childhood education and care with children and families at the center
2. Comfortable with a start-up environment and flexibility to adapt to uncertainty and changes in work priorities.
3. Willingness to ask questions, learn from others, and share ideas and talents with your colleagues.
4. Can manage multiple projects simultaneously and meet client-driven deadlines and needs.
5. Ability and willingness to travel for in-person meetings, attend and present at conferences and/or client-related meetings.

This position is a hybrid, Chicago-based position with a requirement to be in person a portion of every week. 100% remote candidates will not be considered for this position.

Qualified candidates will be required to complete the NIU online application below.

The salary range for this position is \$50,000 - \$60,000 based on experience and relevant skills.

Direct any questions and letters of interest with resume to Sessy Nyman at nnyman@niu.edu by October 23, 2023.