

Project Coordinator (STT)

Duties and Responsibilities:

- Remain current on updates and changes in behavioral health
- Engage in training opportunities and become proficient in the strategies of the Pyramid Model
- Gather and track data in accordance with an identified evaluation plan
- Participate in supervision and peer support as offered for individuals working in this capacity
- Attend regularly scheduled meetings with staff, community partners, and professional development technical assistance staff
- Facilitate a process to help staff develop individual plans to improve their environments, teaching practices to support young children's growth and development, and overall program quality
- Offer resources and strategies to staff to enhance relationships, create appropriate environments, and teach social-emotional skills to children
- Check in periodically with staff to offer support and guidance
- Contact community partners to access external support when needed
- Perform other duties as assigned
- Maintain client confidentiality
- Maintain a valid Virgin Islands driver's license

Qualifications:

- Bachelor's degree in Behavioral Health, Early Childhood Education, Child Development or related field

Supervisory Relationships:

- The Project Coordinator reports directly to the Program Manager

Skills and Knowledge Required:

- Knowledge and expertise in promoting growth and development in children in all developmental domains (language and literacy, health and physical development, approaches to learning, social emotional development, creative arts, science, mathematics, social studies).
- Knowledge of how young children learn and how to implement developmentally appropriate practices
- Excellent oral and written communication skills
- Competent interpersonal skills
- Strong organizational skills
- Ability to communicate, develop reports, and track data using technology

Prior Experience Required:

- Experience: A minimum of 2 years working with young children in group settings