



## MASSACHUSETTS HEAD START ASSOCIATION

### **About MHSA**

**Vision:** Head Start programs in Massachusetts are fully resourced, creating opportunities for vulnerable families, children, caregivers and communities to thrive.

**Mission:** MHSA serves as the voice of Head Start in Massachusetts by providing collaborative learning opportunities, leveraging partnerships, and advocating for Head Start programs.

**Values:**

**Equity:** We are committed to social justice by creating an organization that is equitable and inclusive.

**Integrity:** We act honestly and transparently, and we do what is right rather than what is easy.

**Community:** Our best work comes when diverse voices and experiences are included, seen and heard, and we actively cultivate spaces where partnerships thrive.

**Passion:** We bring enthusiasm and sustained energy to our shared goals.

## **Position: Member Support and Professional Development Coordinator**

**Reports to: Executive Director**

**40 hours/week Full-time, Exempt**

**Remote Position**

**\$70,000 - \$75,000 annual salary**

### **Summary**

Have you always had ideas about what the Head Start community needs but doesn't have? This is for you! The Member Support and Professional Development Coordinator is a great fit for a dynamic and driven self-starter with a passion for supporting early childhood programs and their workforce.

The Massachusetts Head Start Association (MHSA), a nonprofit membership association of Head Start programs in Massachusetts, is seeking a full-time Member Support and Professional Development Coordinator to begin in fall 2023. This is a new role for the Association and the Coordinator will be responsible for all details associated with the coordination of MHSA member learning, professional development, and member supports to meet the needs of the Head Start community in Massachusetts. Work in this position requires an understanding of adult learning processes and needs, training principles and design, evaluation processes, and survey processes.

The Member Support and Professional Development Coordinator will report to the Executive Director and will work remotely with occasional travel within Massachusetts expected. This is a grant funded position for at least three years.



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**Responsibilities:**

1. Develop and manage all details of MHSA professional development activities and events to support member learning, including but not limited to conferences, in-person and virtual trainings, professional learning cohorts, etc.
  - a. Ensure that member feedback is solicited from all events and that systems are in place to act on feedback received.
  - b. Develop and maintain a resource file of trainers.
  - c. Negotiate and finalize, with Executive Director approval, contracts with trainers and venues as needed.
  - d. Develop budget for events and, in partnership with Executive Director, manage a revenue plan for professional development. Professional development events are expected to be revenue generating.
  - e. Develop and coordinate event marketing.
  - f. Manage all day of logistics for events.
2. Utilize available means to determine professional development needs for MHSA members and the greater early childhood community, including written data, member input and local, state and national trends.
  - a. Survey MHSA members at least annually to determine professional development and other needs and analyze data to inform MHSA membership offerings. Develop and manage additional processes for regularly identifying and analyzing member needs.
  - b. Collaborate with other groups to determine the training needs of the Head Start and early learning community.
3. Maintain strong working relationships with MHSA member organizations.
  - a. Provide one-on-one support to member programs as needed and available.
4. Build networks and relationships among the Head Start community and support networking opportunities for MHSA members.
5. Create and oversee monthly newsletter and regular member communications
6. Staff the MHSA Professional Development Committee and provide content expertise and support to the Committee Chair.
7. Prioritize diversity, equity, and inclusion in professional development and member services.
8. Perform other duties and tasks as assigned by the Executive Director



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### **Requirements:**

- Bachelor's degree or related certification(s) and at least 3 years experience in a related field, including but not limited to: early childhood education professional development, adult learning, workforce development, child and family services, data analysis, etc.
- US work authorization.
- Excellent English written and oral communication skills.
- Strong organizational and administrative skills.
- Creative and analytical problem solving skills.
- Experience planning events for adult learners.
- Proficiency in Microsoft Office, online surveying tools, and other related computer programs.
- Ability to work independently and remotely.
- Ability to work on multiple projects and tasks and adhere to multiple deadlines.
- Ability to travel as needed within Massachusetts for professional development events and statewide meetings (no more than 20% of time).
- Must have a valid driver's license and access to and use of a reliable automobile.

### **Benefits and Compensation**

- \$70,000 - \$75,000 annual salary, exempt position working full time
- 401(K) with 3% match (effective January 2024) and competitive flexible benefits stipend
- MHSA will provide laptop and phone to conduct remote work
- All travel compensated at IRS standard mileage rate
- 12 paid holidays and flexible Paid Time Off

### **Equal Employment**

MHSA is an Equal Employment Opportunity employer. MHSA provides equal employment opportunity at all times without regard to race, ethnicity, national origin, religion or religious creed, gender, pregnancy, age, disability, military or veteran status, sexual orientation, gender identity or expression, genetic disposition, or any other status protected by applicable federal, state, municipal or local law. MHSA recognizes that some individuals with disabilities may require accommodations at work. MHSA will not discriminate or retaliate against or harass anyone who requests and/or receives a reasonable accommodation for a qualifying disability.

Please submit your cover letter and resume to Michelle Haimowitz, Executive Director, [mhaimowitz@massheadstart.org](mailto:mhaimowitz@massheadstart.org). Applications will be reviewed on a rolling basis.