



**Position: Professional Growth Specialist| Full-Time: Salary Position**

**Culture:**

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

**Purpose:**

Working closely with the Quality Initiatives and ELRC Quality teams, the Professional Growth Specialist is responsible for researching, developing, facilitating, and evaluating comprehensive professional growth opportunities for early education professionals that are aligned with field interests, needs, and trends as well as the organization's mission, vision, and efforts. This is a full-time position that includes occasional evening and weekend hours, as well as light travel. The Professional Growth Specialist is considered an active team member of the Trying Together Quality Initiatives Professional Development department.

**Responsibilities:**

- Develop, coordinate, and facilitate sequential Trying Together workforce professional development opportunities for early educators, such as coursework and coaching experiences for the Child Development Associate credential (initial and renewal) and PDO PD series.
- Support the Trying Together Coaching and Mentoring efforts of the Southwestern Pennsylvania ECE Apprenticeship Program. Maintain all coach and apprentice documentation, support apprentice and mentor registration and progress, and track apprentice on-the-job learning competencies.
- Support regional apprenticeship efforts in conjunction with the SW ECE Apprenticeship program partners. Support may include employer technical assistance, industry partnership initiatives, and collaborative efforts with institutions of higher education, the state PDO liaison, and PD Department of Labor staff.



- Develop, facilitate, and evaluate professional growth opportunities for early learning professionals and stakeholders on topics relevant to and meet the needs of the field, including but not limited to: developmentally appropriate practices, child development, family-child-program relationships, early intervention and professionalism within early learning programs.
- Collaborate and work with other Quality Initiatives Professional Development team members, consultants, and volunteers, as well as Trying Together staff.
- Participate in organizational team and all-staff meetings and participate in other organizational initiatives that relate to the Specialist's current work efforts and responsibilities as requested.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Promote and support the vision, mission, and goals of Trying Together. To learn more, visit [www.tryingtogether.org](http://www.tryingtogether.org).

#### **Additional Knowledge, Skills and Experience**

- Is familiar with and has experience in developing and facilitating professional development opportunities relating to the Child Development Associate (CDA) credential.
- Has experience in developing individualized education plans for early educators as well as appropriately assisting, coaching, and mentoring educators through the completion of such plans. Workforce apprenticeship knowledge and experience is highly preferred.
- Has experience in supporting early learning programs in the continuous professional development of program staff; program leadership experiences are highly preferred.
- Is familiar with various educational professional development frameworks and standards such as: The Pennsylvania Core Knowledge Competencies; Coaching Powerful Interactions, The Early Childhood Mentoring Curriculum, The Danielson Framework for Teaching, and the NAEYC Standards for Programs Preparing Early Childhood Professionals.



- Is familiar and has worked with both state and Federally-supported early learning standards and programming, such as Head Start and Pre-K Counts.
- Has effective organizational skills, with the ability to multi-task and pay attention to detail.
- Has strong oral and written communication skills; public speaking expertise is required.
- Is able to facilitate professional development opportunities for early education professionals; PQAS certification is highly preferred upon hire and will be a requirement within 6 months of employment.
- Maintains confidentiality and values the notion of respect among colleagues. The Professional Growth Specialist will be required to abide by the NAEYC Code of Ethical Conduct for Early Childhood Professionals.
- Is flexible and open to quick changes being made to better meet the needs of program and project audiences as well as perform other duties to support Trying Together efforts, as assigned.
- Has the ability to ask questions whenever unclear about a concept, task, or activity.
- Is able to travel throughout the region in order to attend meetings, visit early education facilities, and perform other duties to support Trying Together efforts, as assigned.
- Is familiar with and has the ability to manipulate typical organizational technology.

#### **Qualifications:**

- A Bachelor's degree in early childhood education or related field (with at least 6 early education credits).
- Experience in public speaking, particularly in the provision of professional growth and development, utilizing appropriate adult learning principles.
- A current PQAS certification is highly preferred.

#### **Required Clearances:**

- Clean Act 33 Child Abuse Clearance
- Clean Act 34 Criminal Clearance





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- Clean Act 73 FBI Clearance
- National Sex Offender Registry (NSOR) Verification
- Valid driver's license

**Physical Requirements:**

- Engage in light physical demands, such as lifting small children up to 30 lbs.
- Facilitate public speaking experiences and large group presentations.

**Benefits:**

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.

**Interested Applicants:**

Submit cover letter and resume with a minimum of three work-related references to [jobs@tryingtogether.org](mailto:jobs@tryingtogether.org). Phone calls will not be accepted. Posting will remain open until filled.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

