



Position: Career Pathways Program Manager

Full-Time | Salary Range: \$52,000-\$58,000

Culture:

Trying Together’s mission is to support high-quality care and education for young children.

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.

Trying Together encourages its team, partners, and communities to interact compassionately and honor the range of cultures, ideas, and identities that root each person. Young children develop and learn by example; this means that children whose early learning environments reflect just actions, equitable opportunities, diverse representation, and inclusive approaches experience healthier interactions and build relationships that enable them to thrive.

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.

Purpose:

An early childhood educator's responsibility is to care for and promote the learning, development, and well-being of young children. The Career Pathways Program Manager is responsible for supporting educators in Southwestern Pennsylvania at various stages of their career. As the main point of contact for the Institute for Early Childhood Career Pathways, the Career Pathways Program Manager will provide individuals with academic guidance and career support, including job search skills and additional resources as needed. The Career Pathways Program Manager is a member of the Quality Initiatives Professional Learning Team, will report to the Director of Professional Learning, and should be available to work



evenings and weekends to support early childhood educators. The Program Manager may supervise staff in supporting roles to expand the work of the Institute.

Responsibilities:

- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society by actively participating in professional growth opportunities.
- Actively work with peers to create a culture of belonging at Trying Together.
- Willingness to disrupt practices that do not honor children’s, families’, educators’, and colleagues’ humanity.
- Via the Institute for Early Childhood Career Pathways, guide the career advancement of early childhood educators (supported by the PA ECE Career Pathways framework) and support them from entry level to mastery to develop an individualized career advancement plan.
- Guide early childhood educators to enroll in a credentialing program that meets the educator’s individual career needs.
- Collaborate in the implementation, coordination, and delivery of career development services, including career exploration, teacher certification, test preparation, academic advising, and job searching.
- Explore and provide additional resources to educators such as technology, transportation, adult literacy, etc. as needed to achieve an educator’s career goals.
- Supervise staff as needed to grow career advising capacity under the Institute, including staff responsible for administering various funding streams such as PASSHE PDO funds and other supports for credential-seeking students.
- Cultivate relationships with ECE departments at institutes of higher education to learn about ECE specific coursework and to guide educators to meet career goals.
- Meet individually and in small groups with current and aspiring early childhood professionals in support of developing and meeting their career goals.



- Make presentations to early learning program directors/owners and community groups about early childhood education career development periodically and as requested.
- Track and maintain data on interactions and outcomes.
- Create quarterly reports on the progress of the project.
- Provide dynamic and collaborative direction to the development and piloting of new initiatives as they become appropriate for inclusion in the project's work.
- Work collaboratively with community organizations in Southwestern Pennsylvania, such as Partner4Work and CareerLink, to support individual career development in early childhood education.
- Work collaboratively across departments within Trying Together to meet the mission and accomplish the work.
- Participate in initial and ongoing professional development for continuous learning and expanding one's professional knowledge base.
- Consistently use the NeonCRM platform to build relationships with constituents, record data that measure project performance, and support continuous quality improvement in the organization's resources and services.
- Other duties as assigned.

Qualifications/Skills:

- Bachelor's degree in Child Development, Early Childhood or related field, and five (5) years of related experience in early childhood education. A Master's degree is preferred.
- Proficient in Microsoft Office suite and Google Workspace.
- Approach educator career development with a growth mindset and believe all educators can improve, whatever the starting point.
- Use reflective practice strategies and skills.
- Be extremely organized.
- Be flexible.
- Be a creative problem solver.





- Have a keen eye for detail and the ability to multitask.
- Possess excellent interpersonal and communication skills.
- Ability to work both independently as well as part of a team.
- Ability to work occasional evenings and/or weekends.

Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.
- Valid Driver's License and proof of insurance.

Required Training:

- Mandated Reporter Training (must be completed in the first month of placement).
- NeonCRM Training (required and recommended online courses must be completed in the first three months of placement).
- PQAS Professional Development Instructor Certification (must be obtained within the first year of employment for staff with a Bachelor's Degree).

Benefits:

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

Interested Applicants:

Applicants must apply at tryingtogether.applytojob.com/apply and upload their cover letter, resume, and three work-related references. Phone calls will not be accepted. Posting will remain open until filled.

