

Early Head Start  
The Educational Alliance  
197 East Broadway  
New York, New York 10002

POSITION AVAILABLE

EDUCATION COORDINATOR  
EARLY HEAD START

Qualifications: Masters\* degree in infant/toddler development, experience working with infants, toddlers and their families, and supervising direct service staff. Good knowledge of infant/toddler and family development, and of adult learning and development.

Responsibilities: Providing supervision, training and support to infant/toddler staff working in center and home based environments. Monitoring the development of the children in the program. Working as a team with other leaders to ensure that all the regulatory requirements of the program are met.

Background: Early Head Start at the Educational Alliance is one of the original Early Head Start programs. Located in the rich multicultural community of the Lower East Side of Manhattan, we are dedicated to nurturing the growth of infants, toddlers, families, staff, and the larger community. We offer our staff a supportive environment, where we help you enhance your skills and encourage your professional growth through a reflective supervision model. All of our work is informed by a strengths-based, relationship-based perspective.

We have received a Federal Early Head Start Expansion Grant, and are increasing the size of our program. In this position you will supervise new staff and assist in the development of the newly expanded part of the program. This is an exciting opportunity to join us at the start of a new stage of our growth.

We invite you to join our diverse community of professionals who are dedicated to supporting the growth of staff, infants, toddlers, and their families.

Contact: Carol Barclay, Education Coordinator  
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Apply on line at: [www.edalliance.org](http://www.edalliance.org)