



Coordinator Paso a Paso Network Early Childhood Systems Building Grant

The Paso a Paso Network (Paso) brings together organizations in Taos serving families with children prenatal to 8 years. Paso bridges the gap between organizations, allowing them to work together to bring families the best possible care when it counts the most. Network members include health, education and social service organizations as well as interested community members.

Paso’s vision is that ***children in Taos County will live in an environment that promotes optimum health and development, with parents who are able to support, guide and advocate for them in a culture of community collaboration.*** Paso’s mission is to integrate organizations into stronger, more flexible, and effective structures by merging resources and systems to advance a collective mission. The result is improved efficiency among organizations and greater access, availability, and quality of services for families with young children, from prenatal stage to age 8 in Taos County.

Title	<i>Paso a Paso Early Childhood Systems Building Coordinator</i>
Reports to	Paso a Paso Advisory Committee
Position Purpose	The Coordinator will provide leadership, support, and coordination of the Key Responsibilities as noted below.
Key Responsibilities	<p>Leadership and Coordination</p> <ul style="list-style-type: none"> • At the local level, provide outreach, communication, coordination, and collaboration including facilitation of monthly meetings with cross sector Paso a Paso Network members and other partners. • Connect to state level work, including participation in bi-annual statewide meetings and related activities. • Advance local planning efforts and shared decision-making to support the development of the local early care and learning system. • Act as the key point of contact for the Paso a Paso network with its community partners and partner initiatives. <p>Systems Builder</p> <ul style="list-style-type: none"> • Use system building strategies to develop leadership, priorities, and actions to realize the New Mexico Statewide Strategic Plan Goals and complete a network strategic plan. • Engage in education and outreach efforts, provide skill-building training opportunities for individuals, teams, and communities to improve collaboration across programs and systems. • Participate with community and partner initiatives.

	<p>Community Outreach & Root-Cause Analysis</p> <ul style="list-style-type: none"> ● Lead the Paso a Paso Network in a root-cause analysis that uncovers the underlying barriers that impede parents’ and caregivers’ awareness of early care and learning services and that strengthens partnerships at the state and local levels to effectively use all available resources across the mixed-delivery system (public schools, private early care and education agencies/programs, and Tribal and non-Tribal Head Start grantees), and that maximize and leverage all possible funding. ● Share the findings and recommendations from the root-cause analysis with the ECECD. <p>Champion of Equity, Diversity, & Inclusion</p> <ul style="list-style-type: none"> ● Develop diverse and equitable inclusive family and Network leadership in conjunction with the UNM Family Development Program. ● Encourage parent and family engagement and leadership in the Paso a Paso Network initiatives to ensure that strategies and actions are family driven and focused on increasing understanding of the importance of early childhood education. <p>Fiscal & Reporting Manager</p> <ul style="list-style-type: none"> ● In collaboration with the Paso a Paso Advisory Committee, develop systems to manage budget planning, and funding requests in order to advance the Goals of the New Mexico Early Childhood Systems Building Grant. ● Maintain all budget and Grant records. <p>Deliverables</p> <ul style="list-style-type: none"> ● Root-cause analysis and systems assessment ● Coordinate and produce a strategic plan ● Evaluation Plan ● Complete required reports to funding agencies. ● Meet regularly with the fiscal agent. ● And other duties as determined by the Paso a Paso Network Systems Building Project Advisory Committee and the funders.
<p><i>Preferred Knowledge and Skills</i></p>	<ul style="list-style-type: none"> ● Knowledge of early care and learning systems in Taos and western Colfax Counties ● Knowledge of barriers than impact young children and families in their pursuit of early care and learning experiences ● Proven collaborative and shared leadership skills that emphasize diversity, equity, and inclusion ● Proven management, organizational and data-driven leadership skills ● Strong strategic planning and systems analysis skills ● Knowledge and/or willingness to learn about root-cause analysis

	<ul style="list-style-type: none"> ● Proven record of relationship building skills ● Strong skills as a facilitator of collaborative processes ● Strong written and oral communication skills
<i>Background</i>	<ul style="list-style-type: none"> ● Experience in early care and learning systems and environments, e.g., community-based programs, public schools, private early care and education agencies/programs, friends & family networks, and Tribal and non-Tribal Head Start grantees. ● Minimum Bachelor’s Degree in Early Childhood Education, Human Development, Social Work, or other interdisciplinary degree.
<i>Additional Information</i>	Contractual: 40 hour/week Contract funded for 18 months (\$80,000 + GRT for first 12 months and \$40,000 + GRT for remaining 6 months)