



Michigan Association for the  
Education of Young Children

## Job Announcement

Title: Program Specialist

Position Type: Employee, nonexempt

Reports To: Program Manager

Function: To provide implementation of Michigan AEYC programs including membership, professional development, T.E.A.C.H. Early Childhood® MICHIGAN, and other programs.

Qualifications:

- Bachelor's degree required.
- Customer service and/or case management experience required.
- Child development, early childhood experience preferred.
- Non-profit/association experience preferred.
- Knowledge of early childhood professional preparation.
- Proficiency with computer technology, including database software.
- Excellent interpersonal and organizational skills.
- Excellent oral and written communication skills including the ability to effectively present information and respond to questions.
- Ability to work with diverse individuals and organizations.
- Prior to employment, candidate must pass a drug screening test, and undergo a reference and security check.

Responsibilities: The Program Specialist will work with the Program Manager to perform the following essential functions including but not limited to:

- Adhering to program license requirements, established policies, procedures and funding agreements.
- Providing customer service and support to program participants, partners and others involved in delivering programmatic services.
- Providing technical assistance and education to support Michigan's early childhood workforce.
- Prioritizing and managing multiple projects and requests with various deadlines.
- Implementing recruitment and outreach activities for program participants.
- Adhering to fiscal and programmatic policies and procedures.

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- Maintaining accurate program records and data.
- Provide support to other organizational staff.
- Maintaining positive and collaborative working relationships with Michigan AEYC program participants and partners.
- Attending Michigan AEYC programs, events, and meetings as requested.
- Performing other work-related duties as assigned.

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

**Compliance:** Michigan AEYC is an Equal Opportunity Employer and complies with ADA regulations as applicable.

**Compensation:** \$16.50 to \$19.50 per hour plus the following benefits:

- An additional 10% of gross pay to apply to the employee cafeteria plan or taken as cash in lieu:
  - Simple IRA with employer match (up to 3%)
  - Dependent care savings account
  - Limited purpose medical savings account
- Long term disability
- Paid holidays
- Paid personal time off
- Paid parental leave
- Paid jury duty and bereavement leave

**Location:** This position is located out of Michigan AEYC's Lansing office, is currently telework with future in-person work TBD, and also includes periodic travel across Michigan (upon lift of travel restrictions).

**Deadline:** Accepting applications until position is filled.

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Application

Apply online at

[https://miaeyc.formstack.com/forms/application\\_for\\_employment](https://miaeyc.formstack.com/forms/application_for_employment)

Or e-mail resume, cover letter, and 2 references to:

Erica Willard, Executive Director

[ewillard@miaeyc.org](mailto:ewillard@miaeyc.org)

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