

**Position Title: Incredible Years Project Coordinator
Sub-Contractor (20-Hour South/Kent County)**

Position Summary: The Incredible Years Project Coordinator (IYPC) is responsible for coordination of all aspects of the Incredible Years Grant within four high need communities which have been identified within South and Kent Counties. The IYPC will develop relationships and build capacity through collaboration with various early childhood centers; recruit and organize trainings, deliver materials, participate in required evaluation efforts, and collaborate with Regional Prevention Coalition to build a sustainability plan. This role is remote but will require occasional in office attendance in our Warwick, RI office, and is projected to be a 1 year contract assignment with possible extension.

Essential Duties and Responsibilities: (include but are not limited to):

- Recruit early childhood teachers and staff to participate in Incredible Years trainings
- Liaise with Incredible Year Trainor to facilitate 4 trainings, 2 in the fall, 2 in the spring
- Work with the Regional Prevention Coalition (RPC) in the development of policies, protocols and procedures and decision-making processes
- Leverage needed human, technical, and financial resources within the region and municipalities
- Attend monthly Regional and Municipal coalition meetings.
- Manage all activities of the IY Grant.
- Input data into the Mosaix Impact platform, detailing activities within the grant
- Work with evaluator on all data collection
- Present regularly on status of grant at coalition meetings

Salary: Up to \$28.75/hr depending on experience

Requirements for Position:

- Bachelor's in early childhood education preferred, or related field
- Must be willing to attend professional development
- Position remote with some attendance required in office
- Outgoing, well-spoken, and capable of working independently.
- Clerical and computer skills, proficiency in Microsoft office programs

To be Supervised by South/Kent Regional Director:

Application Process: Send cover letter and resume to Fmendes@risas.org