



Building Bright Futures

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Building Bright Futures | Regional Coordinator, Addison and Rutland County

Building Bright Futures (BBF) is seeking a full-time Regional Coordinator to support the Building Bright Futures regional early childhood councils in Addison and Rutland regions. BBF regional councils bring together a diverse group of community members who are committed to children and families to identify gaps, share best practices, strategize, and support response to community issues through their regional action plans. Regional councils also create community engagement opportunities to foster positive change for young children. Councils advise the BBF State Advisory Council (SAC) on local issues, needs, and bright spots to strengthen both local and statewide systems of care, health, and education.

The Regional Coordinator is responsible for supporting regional council operations in both Addison and Rutland counties, coordinating the implementation of each region's action plan, and serving as a liaison between the regions and BBF's statewide network. The ideal candidate is a collaborative, servant leader with a proven ability to foster coordination and cooperation among diverse partners, has excellent facilitation skills, and is organized and results-oriented. This is a home-based position with the ability to travel regularly to support work in both regions.

The Regional Coordinator position is full-time position with a competitive salary, flexible work schedule, comprehensive benefits, and vacation package. Possibility of part-time position may be available.

About BBF

Building Bright Futures is Vermont's early childhood public-private partnership established by law to monitor the state's early care, health and education systems and to advise the Administration and legislature on policy and systems improvements. BBF operates as a backbone organization for collective impact at the state and local level by convening stakeholders and community members with a common goal of meeting the diverse needs of all Vermont children and families. www.buildingbrightfutures.org

Responsibilities Include:

Support BBF Regional Council Operations

- Convene members of the early care, health, and education community, and other community partners serving young children in each region, to address state and local priorities, facilitate local problem-solving, and ensure system efficiency and effectiveness.
- Work with steering committees in each region to develop council agendas, guided by regional action plan.
- Facilitate monthly council meetings in each region.

Building Bright Futures statewide network:

Addison Building Bright Futures, **Bennington** Building Bright Futures, **Caledonia and Southern Essex** Building Bright Futures, **Central Vermont** Building Bright Futures, **Chittenden** Building Bright Futures, **Franklin Grand Isle** Building Bright Futures, **Lamoille Valley** Building Bright Futures, **Northern Windsor and Orange** Building Bright Futures, **Orleans and Northern Essex** Building Bright Futures, **Rutland** Building Bright Futures, **Southeast Vermont** Building Bright Futures and **Springfield Area** Building Bright Futures

- Support the work of council subcommittees.
- Communicate with council membership and community partners about council activities.
- Build diverse council membership and engagement of key stakeholders representing the early care, health and education system serving and representing children and families in each region.
- Help build community awareness of council, council activities, and needs of children and families in the region.

Coordinate Implementation of Regional Action Plans & Activities

- Support regional councils in their effort to coordinate and implement activities and services in accordance with priorities in the system and regional plans.
- Build regional implementation cycle into annual council agendas, including reflecting on regional data, identifying annual priorities, and monitoring progress.
- Coordinate and communicate with regional organizations and groups doing work related to the regional action plan.
- Provide project management for prioritized action plan strategies.
- Support data collection and analysis to identify regional needs and progress towards goals.
- Help identify/leverage community and state resources in support of regional action plan strategies.

Serve as Liaison between Regional Councils and Building Bright Futures State Advisory Council and other programs of BBF

- Serve as an ambassador for the mission, vision, and work of Building Bright Futures.
- Participate in BBF regional coordinator meetings, BBF State Advisory Council meetings, staff meetings, and statewide Building Bright Futures meetings, activities and events.
- Elevate regional issues, including policy recommendations, to BBF staff, the State Advisory Council, and state partners as needed.
- Update and engage regional councils in the work of BBF State Advisory Council (SAC).
- Align key statewide strategies with regional action plans and support regional implementation.
- Communicate and share information about regional activities through regular updates, such as blog posts and regional council meeting recaps.
- Work closely with the BBF Communications Director to execute regional communication activities and tasks.
- Coordinate communication and collaboration between Regional Councils and Vermont's Early Childhood Action Plan.
- Coordinate communication and collaboration between Regional Councils and Vermont Insights data portal.
- Coordinate with BBF fiscal manager to oversee the use and distribution of grant funding.

Administrative

- Complete grant reports, reimbursements, timesheets, and other reports in a timely manner.
- Maintain BBF equipment and supplies.

Position Qualifications:

- Ability to develop and maintain strong working relationships among a diverse group of stakeholders.
- Commitment to supporting young children and families. An understanding of, or prior experience working in Vermont's early childhood system preferred.
- Outstanding facilitation skills and experience.

- Strong organizational and project management skills.
- Excellent written and verbal communication.
- Ability to take initiative and work independently.
- Demonstrated ability to handle multiple complex projects simultaneously and manage work under deadlines.
- Basic data literacy, including analyzing data to support decision-making. Familiarity with Results-Based Accountability (RBA) framework a plus.
- Comfort with technology that supports collaborative and remote work, including Google Suite, Microsoft Office Suite, and others.
- Bachelor's degree preferred.
- Ability to travel regularly between Addison and Rutland counties, as well as some statewide travel. Resident of Addison or Rutland County preferred.
- Ability to work some nights and weekends.

To Apply

Please email a cover letter, resume and three references by November 10th at 5:00pm to: kmobbs@buildingbrightfutures.org. Position is open until filled.