



Building Bright Futures

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Building Bright Futures | Southeast VT Regional Coordinator

Building Bright Futures (BBF) is seeking a part-time Regional Coordinator to support the Building Bright Futures regional early childhood council in Southeast VT. 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, coordinating the implementation of each region's action plan, and serving as a liaison between the region and BBF's statewide network. The ideal candidate is a collaborative leader committed to children and families, with a proven ability to foster coordination and cooperation among diverse partners, excellent facilitation skills, and the ability to manage multiple priorities in an organized and results-oriented way.

The Regional Coordinator position is part-time, 24 hour a week position with a competitive salary and flexible work schedule. Candidates would need to be available for regular meetings and events during the workday and occasional evenings and weekends. This is a home-based position with the ability to travel regularly to support work in Windham County and connect with a statewide network.

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 the region, to address local and statewide priorities, facilitate local problem-solving, and ensure system efficiency and effectiveness.
- Work with council Co-Chairs to develop council agendas, guided by regional action plan.
- Facilitate monthly council meetings.

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 any council subcommittees.
- Communicate with council membership and community partners about council activities.
- Work with Co-Chairs and council members to 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.

Coordinate Implementation of Regional Action Plan & Activities

- Support the regional council in their effort to coordinate and implement services and activities in accordance with priorities in the system and regional plan.
- Build regional implementation cycle into annual council agendas, including reflecting on regional data, identifying annual priorities and strategies, monitoring progress, and reporting outcomes, in order to move regional work forward and help hold the council accountable to its goals.
- Coordinate and communicate with regional organizations and groups doing work related to the regional action plan, especially those groups where other council members aren't represented.
- 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 Council 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 about regional activities through regular updates, such as blog posts and regional council meeting recaps, working closely with the BBF Communications Director.
- Support communication and collaboration between Regional Council and Vermont Insights data portal.
- Support communication and collaboration between Regional Council and Vermont's Early Childhood Action Plan.

Administrative

- Coordinate with BBF fiscal manager to oversee the use and distribution of grant funding.
- 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.
- Demonstrated ability to handle multiple complex projects simultaneously and manage competing priorities.
- Strong organizational and project management skills.

- Excellent written and verbal communication.
- Ability to take initiative and work independently.
- 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 throughout Windham County, and statewide on a monthly basis.
- Ability to work some nights and weekends.

To Apply

Please email a cover letter, resume and three references by February 1st at 5:00pm to:
kmobbs@buildingbrightfutures.org. Position is open until filled.