

Infant Early Childhood Mental Health Professional Development Coordinator

RIAIMH is looking for an experienced IECMH professional to coordinate professional development activities, synthesize current trainings, assist in the development and/or delivery of new content for in-person and online trainings, coordinate logistics of training events, update internal systems for monitoring and delivery of professional development events, and engage the professional community in RI through networking and collaboration.

The RIAIMH IECMH Professional Development Coordinator position supports RIAIMH's mission to collaborate, educate and advocate for a knowledgeable and well-supported workforce that prioritizes early relationships as the foundation for lifelong health, mental health, development, and learning.

Job Duties: IECMH Professional Development Coordinator responsibilities include, but may not be limited to:

- Coordination and support of core program activities including RIAIMH's Community Conversation Series (CCS), annual Making Connections Conference, Celebrating Babies (CB) event, and Community Advocates for Racial Equity (CARE) groups
- Maintain and coordinate tasks related to program registration, communications, and website/calendar updates
- Assist in the development, collection, and management of program evaluation materials for reporting and program improvement purposes
- Collect and integrate current resources related to infant & early childhood mental health research and principles; adult learning strategies; promotion of social/economic justice in the IECMH field to inform program development
- Assist in the creation of professional development opportunities and trainings to meet the needs and requirements of new and ongoing contracts/grants
- Develop and/or deliver professional development activities for in-person, online presentations, and/or pre-recorded on-demand courses, in collaboration with RIAIMH staff
- Engage and connect with community partners for program development and delivery purposes
- Co-Chair Program Committee (in collaboration with RIAIMH Board of Directors)
- Represent RIAIMH at National Alliance Leadership meetings including the Alliance training committee
- Use the Alliance training guidelines (6 core elements) for preparing speakers/trainers and developing new materials

Characteristics of Success:

RIAIMH is building a team of passionate and knowledgeable professionals with an entrepreneurial spirit who:

- are knowledgeable in IECMH principles, practices and systems
- are well organized, attend to detail, and have exceptional skills for planning and follow-through
- are skilled in community messaging and engaging partners
- are experienced and effective in using adult learning strategies to deliver high quality professional development
- are committed to promoting equity and social justice through self-reflection and actions informed by diversity, equity, and inclusion principles

Position Summary:

Salary: \$50,000 - \$65,000 (depending on experience)

Hours/Schedule: 30 hours/week (negotiable); some evenings and/or weekends possible

Education/Experience: Master's degree in human services or fields related to working with children and families, or Bachelor's degree in these fields with 3 years of relevant experience, or less than a Bachelor's degree but with commensurate IECMH program coordination experience

Endorsement: Must have earned or be eligible to earn within 12 months, Endorsement for Culturally Sensitive, Relationship-Focused Practice Promoting Infant and Early Childhood Mental Health®

Endorsement Eligibility Requirements: Two years of infant/early childhood-related paid work experience and at least 30 hours of specialized IECMH training, (i.e. the promotion of social-emotional development and/or relationship-based principles of training).

Computer skills: Must have computer experience (experience working with Microsoft Office 365 or Google suite; Zoom or virtual platforms, and website management a plus)

COVID-19 considerations: RIAIMH requires all employees to be vaccinated if they: Meet in person with children, families and professionals in the community and/or work in the RIAIMH office

Work Location: Currently virtual; hybrid work location or in-person work location to be determined
Can manage occasional in-state travel by car