



Department: Early Childhood Learning Center

Position Title: Staff Services Coordinator

Classification: Fulltime Employment

Summary of Position:

The Pozez JCC Early Childhood Learning Center **ECLC Staff Services Coordinator** has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. As Staff Services Coordinator, you will be responsible for being an integral part of the administrative team responsible for the Early Childhood Learning Center.

Collaborates with: Assistant Directors, Pedagogista, Atelierista and Family Services Coordinator

Supervised by: Early Childhood Services Director

Qualifications:

Required:

- **High School Diploma or GED**
- **One year or more of administrative experience in an Early Childhood setting**
- Education relating to care for children under the age of 5
- Strong oral and written communication skills; detail-oriented and flexible
- Ability to relate to young children and adults
- Must be prompt and dependable
- Ability to carry out assigned tasks, accepting supervision and acting independently as needed
- Judaic knowledge or willingness to acquire
- Ability to act in a levelheaded manner when faced with an emergency
- Meet background check & health requirements
- Good character, reputation and positive attitude
- Child CPR & First Aid certification (can be acquired after hire)
- Strong computer skills: Microsoft Outlook, Word, Excel, PowerPoint and social media platforms
- Strong organizational skills and ability to multitask in a fast-paced environment
- Working knowledge of the growth and development of young children and ability to assist in classrooms as needed
- Ability and willingness to work collaboratively with a team

Preferred:

- Bachelor's degree or an Associate Degree in Early Childhood Education or similar field from an accredited college or university or CDA
- At least one year or more experience in a group educational setting for children under the age of 5 with a Reggio Emilia or Constructivist Curriculum

Essential Position Duties:

The following duties are an overview of responsibilities. Please note that this is a limited list and does not include the entirety of responsibilities. The Staff Services Coordinator is a salaried position (not hourly) and all duties must be completed which may involve more than a 40 hour work week. Some weekend and evening hours may be necessary.

Administrative Duties

- Interface with and create positive working relationships with Educators and administrative team of the ECLC
- Planning and execution of Teacher Appreciation Breakfasts
- Coordination of prescheduled substitute schedules and FT staff leave
- Assisting in the coordination of scheduling interviews for new substitutes and new Educators (including posting advertisements)
- Assisting with administrative duties related to orientations, staff development days, professional development opportunities, etc.
- Completing bi-monthly staff leave reports
- Updating and distributing individual staff and classroom schedule changes (daily and long-term)
- Assisting with the creation of and upkeep of classroom schedules
- Booking classrooms and meeting spaces using the Pozez JCC computer program Salesforce
- Upkeep of staff files (fulltime staff and substitutes); tracking expiration dates/renewal dates
- Provide technical support as needed to classrooms
- Upkeep of iPads/Laptops and related matters
- Onboarding of new hires and completion of exit procedures
- Substitutes signs for doors
- First point for maintenance calls and issues
- Supporting Virginia Department of Education Licensing Standards
- Other duties as assigned

Hours:

Monday through Friday 7:30am-4:30pm (subject to change)

Compensation and Benefits:

Salary commensurate with experience.

Point of Contact:

Please send cover letter, resume and 3 references to amy.vermillion@thej.org

The Pozez JCC is an equal opportunity employer. The Pozez JCC is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.

About:

The Pozez Jewish Community Center of Northern Virginia (Pozez JCC, the J) is a warm and welcoming, nonprofit, social service organization dedicated to offering quality programs, activities, and services that emphasize Jewish culture, identity, and values to people of all ages and backgrounds. Programming includes cultural, educational, wellness and Israel celebrations which take place on the main campus located in the heart of Fairfax County, as well as span five Northern Virginia counties.