



Connecticut Association for the  
Education of Young Children

**Connecticut Association for the Education of Young Children (CTAEYC)  
Job Description**

**Position:** Early Childhood Platform Coordinator

**Purpose:** To coordinate the operations of the Early Childhood Professional Development Platform as it relates to Family Childcare Providers.

**Hours per week:** 10-15 hours per week with a flexible schedule as necessary to meet the needs of the Platform and the Association

**Specific Responsibilities:**

- Handle the day to day operations and tracking of the Early Childhood Professional
- Development Platform including, but not limited to:
  - Enrollment of participants into the Platform.
  - Communication and correspondence with registered providers.
  - Coordination of data collected through online resources and sites; tracking participant progress through the Platform.
  - Assist with FCC Grant documentation and compiling data for reporting.
  - Assist in the preparation and follow up of FCC Grant funded Platform Academies, including tracking certificates of attendance.
- Provide administrative support, as available, for the operations of the association.

**Required Skills:** Knowledge of Excel, SurveyMonkey, GSuite/Google Drive, and data management. Excellent communication skills. Bilingual candidates are strongly encouraged to apply.

**Reports to:** Executive Director and Association Administrator

**Salary:** \$15-\$18 per hour, commensurate with experience

**To apply:** Please email cover letter and resume Karen Rainville at [krainville@ctaeyc.org](mailto:krainville@ctaeyc.org)

CTAEYC is an equal opportunity employer.

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