



First3Years

Job Title: Infant/Toddler Technical Support/Training Specialist
Full-Time

Reports to: Director of Safe Babies and Director of Strategy
Location: DFW, Texas

First3Years is a state-wide non-profit organization whose mission is to educate, advocate, and collaborate to support the healthy development of infants, toddlers, and their families. First3Years is recognized around the state for its training programs around infant mental health and our ability to bring meaningful research around relationships brain development during the early years to those who need it most.

First3Years is looking for an outgoing, experienced professional to support the Safe Babies and Professional Development programs. Infant/Toddler Technical Support/Training Specialist will provide technical assistance and infant/toddler development training to a wide variety of individuals including child welfare partner agencies, foster parents, and early childhood professionals.

Job Duties: Infant/Toddler Technical Support/Training Specialist

- Provide technical assistance (professional development/training consultation) to Safe Babies stakeholders and/or partner agencies
- Provide infant/toddler development trainings for multidisciplinary groups of individuals
- Develop and deliver trainings for in-person and online presentations
- Locate expert guest speakers for series trainings
- Manage training event documentation and maintain accurate training logs
- Develop custom trainings on early childhood (0-3) & infant mental health topics
- Create, review, synthesize, update, and develop First3Years training presentations
- Other duties as assigned

Job Requirements:

- Graduation from an accredited college or university with a Bachelor's degree, Master's preferred
- Bilingual Preferred but not required (English and Spanish)
- Experience training and/or teaching Infant Mental Health, early childhood (0-3), developmental milestones/disorders or related field.
- Experience in or understanding of the child welfare system
- Willingness to be trained in the Fostering Relationships model
- Hold Infant Mental Health [Endorsement®](#), or willingness to obtain
- Experience working in collaborative or partnership environments
- Experience developing trainings and/or courses
- Self-starter, able to meet deadlines and work independently

- Personal Transportation abilities required (car)
- Travel within Texas approximately 30% (once safe to travel)

Knowledge & Skills:

- Strong interest and experience in working with very young children (0-3), their families, and other professionals in the field
- English to Spanish translation and presentation skills preferred
- Effective listening and strong verbal and written communication skills
- Strong public speaking skills (engaging and dynamic)
- Attention to detail
- Strong interpersonal skills to build partnerships, collaborations, and networks causing people to work together to achieve common outcomes
- Microsoft Office and development software
- Ability to work independently and as a team member
- Considered dependable and flexible
- Experience in hosting webinars (i.e. Zoom) required
- Ability to maintain accurate record keeping of activities and other vital data
- Possession of valid driver's license and proof of current car insurance is required upon hire

Interested applicants should email a resume, cover letter, references, and salary history/requirements to Stephanie Madrigal at smadrigal@first3yearstx.org