



First3Years

Job Title: Professional Development Specialist
Part-Time or Full-Time

Reports to: Director of Strategy
Location: 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 zero to three professional** to coordinate professional development activities, synthesize current trainings, develop new content for in-person and online trainings, coordinate logistics of training events, provide current applied research and best practices trainings for 0-3 professionals, provide Reflective Supervision, provide engaging and bi-directional learning groups, update internal systems for record keeping and delivery of professional development events, and engage the professional community through networking and collaboration.

Job Duties: The Professional Development Specialist is Responsible for:

- Coordination and support to all professional development activities
- Develop custom trainings on early childhood (0-3) & infant mental health topics
- Create, review, synthesize, update, and develop First3Years training presentations
- Work with staff, members, chapters, and volunteers in the coordination of professional development activities
- Develop and deliver trainings for in-person, online presentations, and pre-recorded on-demand courses
- Translate new research on Infant Mental Health and Early Childhood into meaningful presentations
- Assist Director of Strategy with evaluation plan for professional development activities
- Assist Director of Strategy with revision of presentations based on evaluations
- Assist with coordination of training calendar
- Assist Director of Strategy to work with in training budget to maximize reach throughout the state
- Stay current with national and best practices for early childhood and Infant Mental Health
- Create custom trainings to meet the needs and requirements of training contracts across the state
- Provide Reflective Supervision practices trainings
- Assist Director of Strategy with grants as necessary
- Assist with training event marketing as needed
- Provide Reflective Supervision (in person and online) to individuals and groups as needed
- Provide engaging and bi-directional learning groups for the creation of Professional Learning Communities
- Manage training event documentation as necessary
- Other duties as assigned

Job Requirements:

- Graduation from an accredited college or university with a Bachelor's degree, Master's preferred
- Bilingual Preferred (English and Spanish)
- Experience training and/or teaching Infant Mental Health, early childhood (0-3), developmental milestones/disorders or related field
- Experience working with families in Infant Mental Health, early childhood (0-3), community development, home visiting, or counseling preferred
- Experience providing reflective supervision preferred
- Experience working in collaborative or partnership environments
- Experience developing trainings and/or courses
- Self-starter, able to meet deadlines and work independently
- Willingness to travel within Texas on occasion or for projects
- Infant Mental Health Endorsement Preferred (if not currently Endorsed, will obtain within 12 months with support from First3Years)
- TECPDS approved trainer Preferred (if not currently on registry, will begin process within 6 months)
- Personal Transportation abilities required (car)

- Travel within Texas approximately 30%

Knowledge & Skills:

- **Strong interest and experience in working with very young children (0-3), and their families**
- Effective listening and strong verbal and written communication skills
- Strong public speaking skills (engaging and dynamic)
- English to Spanish presentation and translation skills preferred
- 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 (ie. Zoom) required
- 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 Ashley Borthick, aborthick@first3yearstx.org