

**JOB ANNOUNCEMENT**  
**HELP ME GROW STATE COORDINATOR**

The Florida Developmental Disabilities Council (FDDC) is seeking a full-time state coordinator, **based in Miami**, to plan, develop, manage and provide oversight of the implementation of a state Help Me Grow initiative, including expansion of the local Help Me Grow affiliates. This management position will provide training and technical assistance to establish local Help Me Grow sites and is responsible for planning and development of a state Help Me Grow infrastructure. Candidates with experience in management, early childhood development, early intervention, program development, training, community based service systems, and evaluation are preferred.

**This state coordinator position is a temporary position with no guaranteed funding beyond June 30, 2015. Continued funding will be requested from the Legislature during the 2015 Legislative session. The position will be housed at The Children’s Trust in Miami Florida.**

**If you would like to be considered for this position you must submit a resume, a cover letter describing your experience to perform the duties of this position, and a writing sample.**

Resumes, cover letters, and writing samples need to be submitted to Holly Hohmeister via postal mail to 124 Marriott Drive, Suite 203, Tallahassee Florida 32301; or email to [hollyh@fddc.org](mailto:hollyh@fddc.org); or fax to 850-922-6702.

**The deadline for submitting your resume, cover letter and writing sample is Wednesday, July 23, 2015.**

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**HELP ME GROW STATE COORDINATOR**

Position Description

Salary Range: \$70,000 - \$80,000

Duties and Responsibilities

**GENERAL**

The primary responsibility of this position is the planning, development, management and oversight of the implementation of the state Help Me Grow initiative, including expansion of local Help Me Grow affiliates. The Help Me Grow state coordinator will report to the FDDC project manager and Deputy Director of Programs in Tallahassee. This is a high-level position with significant responsibility for building the Help Me Grow initiative in Florida, in collaboration with FDDC and the Steering Committee.

This position will provide training and technical assistance to 3-5 new sites to become Help Me Grow affiliates, as well as provide training to additional local sites to build their foundation to become Help Me Grow affiliates. It will also be the responsibility of this position to provide the planning, development and oversight of a Help Me Grow state coordinating office. This includes coordinating the development of a common data base referral tracking system, a state Help Me Grow website, a public awareness campaign, and physician and early childhood worker training, and providing day-to-day oversight of program operations. The state coordinator will have a full time research assistant to assist in carrying out the duties and responsibilities of this position.

### **SPECIFICS**

#### Building Capacity of Help Me Grow Local Sites:

- Provides training and technical assistance to 3-5 local 2-1-1 sites to become Help Me Grow affiliates via monthly technical assistance phone calls and two technical assistance site visits conducted jointly with the Miami-Dade and Hillsborough Help Me Grow programs.
- Provides two statewide training to all 2-1-1 sites; one face-to-face and one via webinar.
- Monitors the local 2-1-1 sites' compliance with the grant funding requirements.
- Reviews and submits to FDDC the local 2-1-1 sites' quarterly reports.

#### Developing the State Help Me Grow Coordinating Office and Infrastructure:

- Coordinates development of the common data base referral tracking system. This includes providing content and function expertise and direction, designing statewide data collection protocols, coordinating stakeholder input and IT consultant development of system, providing on-going database management, and providing general oversight.
- Coordinates development of state Help Me Grow website. This includes providing content and function expertise and direction, coordinating stakeholder input and Website Designer consultant development of website, providing on-going website maintenance, and providing general oversight.
- Coordinates physician/ARNP and Early Childhood/Educators training. This includes providing content expertise and direction to development of the training, coordinating stakeholder input and contractor training, and providing general oversight.
- Coordinates a statewide public awareness campaign. This includes providing content expertise and direction to the development of campaign materials, coordinating stakeholder input and Media/PR consultant material development, providing direction to local sites in launching the public awareness campaign, and providing general oversight.
- Collaborates with state level and community stakeholders to increase Help Me Grow visibility and development of relationships and partnerships.

- Participates in presentations, meetings, conferences, and other statewide activities to promote Help Me Grow and its desired objectives.
- Compiles statewide data from Help Me Grow calls and local affiliate quarterly reports.
- Prepares reports for FDDC/The Children’s Trust contract requirements.
- Serves as point of contact for Florida Help Me Grow.
- Works closely in coordination with the State Help Me Grow Steering Committee to design, develop and conduct all of the above list of program components.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Strong management skills
- Ability to collect, evaluate, and analyze data and information.
- Ability to communicate verbally and in writing in a clear and articulate manner.
- Analytical and problem-solving skills providing the ability to clearly and accurately interpret requirements, financial data, and operational needs, and develop viable solutions.
- Strong organizational skills and attention to detail.
- Knowledge of services, supports and systems that serve children and families, particularly Florida’s system for early childhood services.
- Ability to plan, organize, coordinate and complete multiple work assignments in a timely manner.
- Knowledge of and sensitivity to Florida’s regional cultures, diversity and geography.
- Ability to plan, coordinate and implement grant and reporting requirements.
- Experience in providing training.
- Ability to collaborate and build consensus.
- Experience in advocacy.
- Ability to travel frequently throughout the state of Florida.

**REQUIRED QUALIFICATIONS**

- Master’s degree from an accredited university or college in public health, education, early childhood, or a related field.
- At least 2 years’ of experience in early childhood development.
- At least 5 years’ of experience in management.