FAMILY AND COMMUNITY PROGRAM ADMINISTRATOR

Job Overview
The Family and Community Program Administrator for the Program Development team is a critical role that assists in facilitating local initiatives that highlight the goals of increasing opportunities to learn and building capacity for comprehensive, systemic approaches to early childhood education and services for children birth to third grade.

The role of the Family and Community Partnership Administrator is to work closely with the Director and Associate Director of Program Development to collaborate with school district personnel and local community agencies in the Omaha metro area on innovative strategies that strengthen early childhood leadership. This position will also strive to build networks of partners, streamlined resources, support for families, and technical assistance to foster strategic early childhood planning and systems development.

Buffett Early Childhood Institute Profile
Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (https://buffettinstitute.nebraska.edu) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

Job Responsibilities
This section describes major responsibilities for the position but is not an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested.

In collaboration with the Director and Associate Director of Program Development, other program administrators, and participating organizations:

- Design and guide innovative, collaborative, equitable strategies to support and strengthen leadership within community-based settings in the Omaha metro area in order to achieve comprehensive, systemic approaches to early childhood programming, birth–third grade.
- Cultivate and maintain collaborative working relationships with key local organizations representing early childhood program leaders at community and regional levels.
- Provide guidance and oversight to Institute staff and external stakeholders who contribute to
implementing the Superintendents’ Early Childhood Plan.

- Monitor progress and identify unmet needs for educational programming of young children in greatest need, and, with Research and Evaluation, assist in evaluating the Institute’s Closing the Opportunity Gap efforts in metro Omaha. Apply knowledge of latest research and evidence to all initiatives and proposed practices of the Program Development unit.
- Work with the Director of Professional Learning to lead efforts that effectively spread the School as Hub approach in metro Omaha.
- Collaborate with the Institute’s Workforce Planning and Development and Professional Learning units to support the professional learning of early childhood educators and service providers in school districts and community-based organizations.
- Meet budgetary objectives as assigned by the Director and Associate Director of Program Development.

**Qualifications and Attributes**

**Required Qualifications**

- Master’s degree
- Five years of experience collaborating with a variety of community agencies that focus on children and families including district- and school-level administration and leadership
- Excellent written and verbal communication skills with attention to detail

**Preferred Qualifications**

- Bilingual
- College coursework in early childhood development and education, elementary education, child, youth, and family studies, family science, or social work with coursework directly related to children and families

**Ideal candidates will demonstrate:**

- A record of successfully impacting the experiences of families and communities
- Proven ability to manage complex projects and move them forward to completion on time
- Ability to work collaboratively
- Knowledge of state and district policies and funding sources that affect educational services for children, birth–Grade 3, and their families
- Knowledge of developmentally informed, research-based strategies and programs to promote child learning and family engagement from birth through Grade 3
- Knowledge of culturally responsive practice and experience working effectively in racially, culturally, ethnically, and linguistically diverse school communities

**Physical Requirements and Work Conditions**

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit, and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk,
climb stairs, bend, reach, twist, and lift, carry, or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.

**How to Apply**
Application review begins immediately and continues until position is filled.
Applications processed through the online job posting at [https://careers.nebraska.edu](https://careers.nebraska.edu).
Follow instructions to complete the Applicant Profile. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-3701.

**The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.**

**General Information**
Job Family: Education and Outreach
FLSA: Exempt
Org. Unit Number: 50008150 (BECI)
Date of Last Update: Human Resources 4-5-2022

**ADDENDUM FOR FAMILY AND COMMUNITY PROGRAM ADMINISTRATOR**

**Competencies**
- **Nature/Complexity of Work**
  This position requires an individual who works with considerable independence, energy, initiative, strong work ethic, and sound judgment in a complex day-to-day environment. Ability to lead unit operations. Strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information, a record of effective teamwork with others, and time management skills are required. Knowledge of the University of Nebraska’s organizational structure and interrelationships among the campuses and internal and external constituencies is helpful in this position.

- **Problem-Solving/Decision-Making**
  Problem-solving and appropriate decision-making are required in every element of this position. Key duties involve independent judgment regarding analysis of issues and actions required to support day-to-day business transactions. Actions are governed by broad objectives, professional ethics, university procedures, and/or business acumen.

- **Strategic Input**
  This individual is required to be proficient and conscientious when representing the Buffett Institute and the University. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests with the
employee. A strong sense of the requirements of a stable organization and its long-term needs with the ability to exercise significant initiative and creativity in developing new value-added relationships with the Institute’s stakeholders. Someone who is mission-driven, is deeply committed to the values of the Institute, and seeks to advance the Institute and its goals.

- **Know-How**
  This position demands the ability to be agile, entrepreneurial, operate independently, thrive in a fast-paced, multi-tasking environment and exercise judgment to seek supervision and/or input from others when necessary. The candidate should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and teamwork; exceptional verbal, writing, editing, and proofreading skills; must be detail-oriented and accurate; must have ability to prioritize effectively and quickly respond to shifting priorities; the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality. Ability to interpret and prepare information for analysis activities and communicate findings to management is essential. Knowledge, enthusiasm, and passion for the field of early childhood and ability to establish credibility in the education/human service and university communities. Must follow Board of Regents bylaws and policies and state and federal law and other rules and regulations.

- **Technical Skills**
  This position demands technology proficiency, with a willingness to learn and use new technologies relating to (but not limited to) document management, project and portfolio management, and budget tracking. Proficiency in using Microsoft Word, Excel, PowerPoint, and Outlook is also required.

- **Interactions**
  This position will be expected to manage and collaborate with individuals and their projects. Ability to assume authority, advocate new ideas, identify and address obstacles, and the judgment to seek supervision and/or input from others when necessary is expected. This position will help build and strengthen relationships with the University of Nebraska campuses and must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position also interacts with many external constituencies. The candidate should be an optimistic, positive, resilient, insightful, and performance-driven decision maker, problem solver, and consensus builder.

- **Supervision**
  This position reports to the Associate Director of Program Development. This position provides functional supervision to Program Specialists.