Early Childhood Initiatives Coordinator

Education Partnerships of the Permian Basin (EPPB)
Initiative: Early Matters Permian Basin (EMPB)
Location: Midland/Odessa, Texas
Reports to: Director of Early Matters Permian Basin
Employment Type: Full-Time

Grant Funding: This is a grant-funded position, and continued employment is subject to the availability of grant funding.

Position Summary

Education Partnerships of the Permian Basin (EPPB) is seeking an organized, proactive, and collaborative Early Childhood Initiatives Coordinator to support the implementation and coordination of early childhood programs and initiatives throughout the Permian Basin. Early Matters Permian Basin, an initiative of EPPB, works to improve educational outcomes from cradle to career by strengthening the early childhood system and ensuring children from birth through age eight have access to the resources, relationships, and learning opportunities they need to thrive.

The Early Childhood Initiatives Coordinator will play a key role in implementing community-based initiatives, coordinating program activities, supporting childcare providers, managing project timelines, and tracking progress toward organizational goals. This position will support the implementation of the Childcare Action Plan, including Wage Support, Facilities Enhancements, Shared Services Alliance, Early Learning Academy, Workforce Recruitment, and Caring Homes. The Caring Homes initiative focuses on strengthening the network of in-home childcare providers throughout the Permian Basin by connecting providers with resources, support, and opportunities to improve the quality and sustainability of care.

The coordinator will work closely with the Director of Early Matters Permian Basin, the Partner Engagement Coordinator, childcare providers, community organizations, and other stakeholders to ensure initiatives are implemented effectively and align with the organization's strategic priorities.

The ideal candidate is highly organized, detail-oriented, relationship-focused, and comfortable managing multiple projects while adapting to the evolving needs of a growing early childhood initiative.

Key Responsibilities

Program Coordination

- Coordinate the planning, implementation, and ongoing management of early childhood initiatives and programs.
- Support implementation of the Childcare Action Plan, including Wage Support, Facilities Enhancements, Shared Services Alliance, Early Learning Academy, Workforce Recruitment, and Caring Homes.
- Develop and maintain project timelines, work plans, application schedules, and implementation plans.
- Coordinate program logistics, including applications, participant communication, training sessions, meetings, events, and follow-up activities.
- Monitor project progress and proactively identify challenges, opportunities, and areas requiring additional support.
- Work collaboratively with internal team members to ensure initiatives are implemented consistently and efficiently.
- Assist with the development and refinement of program procedures, tools, and resources.

Caring Homes Implementation

- Coordinate the planning, development, and implementation of the Caring Homes initiative to support unregistered in-home childcare providers throughout the Permian Basin.
- Assist with developing program guidelines, outreach strategies, application processes, and implementation procedures for participating providers.
- Support outreach and recruitment efforts to identify in-home childcare providers and increase awareness of available resources and opportunities.
- Build relationships with in-home childcare providers and connect them with resources, training, and technical assistance to support safe, high-quality care.
- Coordinate provider enrollment, participation tracking, communication, and follow-up.
- Work with community partners and relevant organizations to identify provider needs and opportunities to strengthen the in-home childcare landscape.
- Help identify barriers faced by in-home childcare providers and support strategies that address gaps in access to resources, information, and support.
- Monitor participation, document outcomes, and identify opportunities to improve and expand the initiative.
- Collaborate with the Director of Early Matters Permian Basin to evaluate implementation progress and inform future planning and sustainability efforts.

Provider Support and Community Engagement

- Serve as a point of contact for childcare providers participating in EMPB initiatives.
- Provide guidance on applications, program requirements, and available resources.

- Coordinate with school districts, workforce organizations, childcare providers, and community partners.
- Participate in coalition meetings, trainings, and community events.

Data, Reporting, and Administration

- Maintain accurate program records and track participation and outcomes.
- Assist with grant reporting, program evaluations, and progress updates.
- Coordinate schedules, registration, materials, and follow-up communications.
- Support budget tracking and maintain organized program documentation.

Qualifications

Required

- Bachelor's degree in education, early childhood, human services, public administration, or a related field; equivalent relevant experience may be considered.
- Experience coordinating programs, projects, events, or community initiatives.
- Strong organizational, communication, and relationship-building skills.
- Ability to manage multiple priorities, meet deadlines, and work independently and collaboratively.
- Proficiency in Microsoft Office and Google Workspace.
- Ability to work independently while collaborating effectively with a team.
- Ability to maintain accurate records and handle confidential information appropriately.

Preferred

- Experience in early childhood education, childcare, or nonprofit organizations.
- Familiarity with Texas childcare licensing requirements or Texas Rising Star.
- Experience with grant-funded programs, reporting, or data tracking.
- Knowledge of the Permian Basin's childcare needs.

Work Environment and Expectations

This position is based in the Permian Basin and requires local travel between Midland, Odessa, and surrounding communities. Occasional evening and weekend hours may be required for Caring Homes support and training, meetings, and community events; however, scheduling is flexible.

Equal Opportunity

Education Partnerships of the Permian Basin encourages qualified candidates passionate about improving educational outcomes for children and families to apply.

Please send resume to Shelby.smith@educatepb.org