

## **Job Posting: Full-Time Project Manager**

**Position Summary:** Manages logistics and communication for the Illinois Early Learning Council, Early Learning Council Executive Committee, and Early Childhood Inter-Agency Team, engaging with key stakeholders across multiple state agencies and advocacy organizations to ensure smooth operation of these state-wide groups. Manages other communication needs through the Office of Early Childhood Education's website and email distribution, and provides operations and communications assistance to the Executive Director.

**Reports to:** Executive Director, Office of Early Childhood Development

### **Responsibilities include:**

- Manage communications and logistics for three state-wide groups: the Early Learning Council, the Early Learning Council Executive Committee, and Early Childhood Inter-Agency Team
- Manage projects coming out of the Early Learning Council, Early Learning Council Executive Committee, Early Childhood Inter-Agency Team
- Coordinate with members of state-wide councils and committees on meeting content and logistics to ensure successful and productive meetings
- Maintain the office's website by uploading meeting documents, adding new events and contacts, and troubleshooting any technical difficulties with the tech team
- Create and send communication to state-wide distribution lists on behalf of the Governor's Office of Early Childhood Development
- Assist the Executive Director with various project management, logistics, operations and communications needs as they arise

### **Qualifications:**

- Experience in leading, coordinating, or facilitating a team of diverse stakeholders towards common goals
- Experience in project management and coordinating top level decision makers.
- Strong written communication skills
- Demonstrated experience managing several projects at once
- Experience creating materials in Microsoft Excel, Word, PowerPoint, and email marketing tools such as Constant Contact
- A Bachelor's Degree

### **Position available May 1**

Send Cover Letter and Resume to: Governor's Office of Early Childhood Development c/o GOV.OECD@Illinois.gov