



Associate Director

The Associate Director will be the right-hand of the Executive Director and part of Baby's Space's leadership team, largely owning and managing staff and program operations with oversight from the Executive Director.

Responsibilities:

The position is a full-time, in-person role (40+ hours a week), primarily located at Baby's Space Childcare Center (at times, you may be asked to support school field trips or staff training offsite). We are a small but mighty team that puts the needs of our children and families first – note some weekend work may be required to deliver our community commitments.

Administrative Role:

- Manage all program and admin staff (~30 individuals), including objective management, performance reviews and overall maintaining strong accountability on key deliverables and daily tasks for all staff
- Develop & manage the staff training, mentorship, and coaching programs
- Maintain compliance with state licensing and NAEYC, including creating and filing all NAEYC compliance reports
- Support Family Service staff to plan and implement parent engagement meetings and events
- Support the Executive Director on tasks related to fundraising, events, parent engagements, and staffing and classroom needs
- At times, you may be asked to substitute for program staff in classrooms to ensure the Center remains open and fully operational

Program / School Culture Role:

- Build positive relationships with students and families to ensure they feel seen, loved, and heard
- Listen to parents / students' families to ensure appropriate resources are available to support their child's learning needs
- Listen and support Baby's Space staff, ensuring they have the tools they need to show up as their best selves for our kids and families every day

Who you are:

- You're a team player that establishes positive, respectful, and professional relationships with ALL children, parents, colleagues, and the childcare community
- You show respect for individual differences including learning styles, cultural differences, points of view, and individual preferences, and refrain from initiating or participating in workplace gossip.
- You're able to model conflict resolution by communicating directly with individuals involved and collaborating to develop solutions
- You're an expert time-manager, able to prioritize and plan tasks autonomously
- You love children and have a passion for early childhood education

Qualifications:

- Bachelor's Degree or equivalent experience required
- Licensed / CDA certified or equivalent
- 5+ years of related experience in early childhood education, people management, and/or non-profit work
- Knowledge of – and preferably experience working with – American Indian family's culture and values
- Knowledge of National Association of Education of Young Children licensing rules (NAEYC)
- Computer skills (MS Word, Excel and Powerpoint)

Salary and Benefits:

- \$70,000 - \$90,000. The exact compensation will be based on your degree of experience
- Comprehensive health and dental insurance
- Life and disability insurance
- 401(k) contributions
- Generous paid time off – including holidays
- Paternity leave
- Performance bonuses

About Baby's Space:

We are Baby's Space, a non-profit started in 1998 with a singular mission: provide children and families equitable opportunities for educational success by putting the baby's point of view at the center of relationship-based early childhood programming.

Baby's Space responds to the cultures, values, and needs of local families by linking quality childcare and education to family services and parent education. Beginning as a top-quality childcare site, Baby's Space now offers year-round child and family services. Baby's Space also serves as a community service site for students from area schools, youth groups, and colleges.

The Baby's Space model of neighborhood-based holistic services works. Making programming decisions from the baby's point of view means that we're not just educating young children and supporting their parents – we're creating whole communities that see through the eyes of their children. Changing the perspective works towards breaking the vortex of poverty, and transforms community members' perceptions of the potential for their children and for themselves. Parents and community members understand that this level of consistent and responsive care, education, and family support, which is unavailable in other settings, is making a real difference in the lives of their children and family.

Application Process:

Email your resume and cover letter to Tamonnac11@gmail.com to be considered for the position. Please note that response times will vary pending on the volume of applicants. We will aim to respond to all applicants in due time.

Baby's Space
2438 18th Ave S,
Minneapolis, MN 55404
612-729-5171
Babyspace.org