

**Anti-Bias Anti-Racism Early Childhood Pilot**  
**Program Coordinator**  
Secure Beginnings / Comienzos Seguros

**To Apply:** Please email resume and cover letter to [info@securebeginnings.org](mailto:info@securebeginnings.org).  
Apply by 2-28-21 to be considered in the first review.

**Applications will be accepted until position filled.**

**Position Type:** Part-time, virtual and onsite (pending COVID protocols)

**Reports to:** Executive Director

**The Program:** The Anti-Bias Anti-Racism Early Childhood Pilot project aims to provide teachers, and parents of children 0-5 with education and support to practice anti-bias and anti-racism at home and in early childhood classrooms. This pilot will bring participating Ojai preschool educators and parents/caregivers the opportunity to learn through a selected early childhood justice education curriculum, from experts in the field, and through peer support.

Educators and parents will gain a deeper understanding and capacity to teach, respond, and support young children around anti-bias, justice, diversity, and equity within a context of social-emotional learning and in developmentally-appropriate ways.

**The Anti-Bias Anti-Racism (ABAR) Program Coordinator** maintains all administrative operations of the program, working closely with Secure Beginnings Executive Director, Board Leadership, and staff. The coordinator facilitates meetings with parents, educators, and community members and interfaces with justice education experts.

**Hours:** Varies: 4-12 hours weekly x 36 weeks/year

**Key Responsibilities**

- In collaboration with SB leadership, successfully develop and administer program operations including surveys, data tracking, expenditures. maintain consistent program evaluation, documentation, and data collection including administering intake and exit surveys

- Administration, outreach and communication with Secure Beginnings and partner schools/organizations
- In collaboration with Secure Beginnings leadership, engage with experts in education, social justice, and social-emotional learning to leverage resources & identify guest speakers and curriculum
- In collaboration with Secure Beginnings leadership, develop curriculum and implementation plans
- Coordinate and facilitate ABAR meetings including community town hall meetings, guest expert presentations
- Maintain excellent communication with Executive Director, Board and staff regarding all aspects program delivery
- Listen compassionately and build rapport with colleagues and participants
- Attend team training sessions and staff meetings
- Additional tasks including special events, workshops, outreach, fundraising events, or administration tasks as needed and as agreed upon
- As a representative of Secure Beginnings in our community, maintain confidentiality and professionalism

## **Qualifications**

- Experience and/or education in anti-bias, justice, diversity, equity, and inclusion
- Adept at facilitating courageous conversations, working inclusively with diverse viewpoints and life experiences. Skilled at leading and communicating inclusively, with anti-bias lens
- Experience and skilled at coordinating and leading programs, teaching and presenting in groups online and in person

- Excellent communication, organizational, and project management skills
- Computer literacy including email, Google Docs, Sheets, webforms, Zoom, and other applications as needed.

### **Compensation**

Range \$20 - \$30 per hour, commensurate with experience and qualifications

### ***About Secure Beginnings:***

Our mission is to nurture healthy relationships for families with children 0-5 through classes, groups, and programs supported by educators and professionals in this field.

Vision: We envision a world where every young child experiences secure attachment with their primary caregiver(s) attuned to their individual needs, and where parents are settled, supported and nurtured in their role as a parent and family. We envision a resulting world of stable, connected, and healthy individuals and families, with these first relationships forming the basis for better outcomes in school, in society, and for lifelong mental health.

Secure Beginnings is an Equal Opportunity Employer.

Employees must be legally eligible to work in the United States.

Our hiring is without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.