



Educational Resource Specialist

Families First of Minnesota has an immediate opening for a full-time **Educational Resource Specialist** in its Rochester Office. This position is responsible for coordinating a professional development program and related activities; providing information to early childhood community and other stakeholders; implementing and maintaining professional development services within established guidelines and standards, and managing professional development resources. This position is also responsible for recruiting trainers and managing trainer contracts.

Ideal candidates will have Bachelor's Degree in Early Childhood (preferred) or similar field plus 1-3 years' experience working with Early Childhood programs. Experience with professional development coordination is also helpful. The individual in this position must have a working knowledge of basic MS Office programs. Ideal candidates will be highly organized, have excellent communication and time management skills and have the ability to work well as a member of a team. The individual in this position must have a valid driver's license.

If you or someone you know is interested in applying for this position, please visit our website at <https://c2r2.applicantpro.com/jobs/>.

Position will remain open until filled. Families First of Minnesota is committed to creating a multi-cultural, bias-free agency.