



Michigan Association for the
Education of Young Children

Job Posting

Michigan AEYC Program Specialist – Coaching & Training

Title: Program Specialist – Coaching & Training

Position Type: Employee, full-time non-exempt

Reports To: Program Manager- Workforce Development & Program Manager- Training and Instructional Design

Function

The Program Specialist-Coaching & Training plays a critical role in supporting Michigan AEYC's professional Development and training programs. This position will provide in-person and virtual professional development, training, coaching, and support to participants of Michigan AEYC's professional development programs and workforce initiatives. This role works under the guidance of both the Program Manager- Workforce Development and the Program Manager- Training & Instructional Design, and in close collaboration with Michigan AEYC program staff to ensure cohesive and impactful professional development experiences.

Responsibilities

The Program Specialist- Coaching & Training will work with Program Managers and program staff to perform the following essential functions, including but not limited to:

Coaching & Consultation:

- Coordinate, schedule, and facilitate individual and group coaching sessions for early childhood educators participating in Michigan AEYC's professional development programs.
- Provide expert consultation and technical assistance to educators on best practices, program implementation, and professional growth strategies.
- Develop and maintain a supportive, reflective, and goal-oriented coaching relationship with participants.

Training Delivery & Support:

- Deliver engaging and effective training sessions (both in-person and virtual) on a variety of early childhood topics.
- Assist with the preparation of training materials, presentations, and resources.
- Provide logistical support for training and professional development events, ensuring a smooth and positive participant experience.

Program Collaboration & Alignment:

- Collaborate closely with the Program Manager- Workforce Development to ensure coaching and training efforts align with the broader workforce development goals, such as credential attainment and career pathways.
- Work with the Program Manager- Training and Instructional Design to provide feedback on training content, contribute to curriculum improvements, and ensure effective delivery methods.
- Coordinate with the Program Specialist- Systems & Training to manage participant enrollment, track attendance, and utilize data for program improvement.

Participant Engagement & Communication:

- Serve as a point of contact for participants regarding coaching and training schedules, content, and inquiries.
- Build and maintain positive, collaborative working relationships with all program participants.

Data & Reporting:

- Maintain accurate records of coaching sessions, training attendance, and participant progress.
- Contribute to program reports and evaluations by providing data and insights related to coaching and training impact.

Other duties as assigned.

Qualifications

- **Education:** A bachelor's degree in early childhood education, child development, education, or a related field is required. A master's degree or specialized coaching certification is preferred.
- **Experience:**

- Minimum of 3-5 years of direct experience in early childhood education.
- Proven experience in providing coaching, mentoring, or technical assistance to adult learners or early childhood professionals.
- Experience in designing and/or delivering professional development training both virtually and in-person
- Familiarity with Michigan's early childhood landscape, professional standards, and quality initiatives is a strong asset.
- **Skills:**
 - Exceptional interpersonal and communication skills (oral, written, and presentation).
 - Strong active listening, observation, and feedback skills essential for effective coaching.
 - Proficiency with computer technology, including Microsoft Office Suite, virtual meeting platforms, and experience with learning management systems (LMS) or data tracking systems.
 - Excellent organizational skills, attention to detail, and the ability to manage multiple priorities effectively.
 - Ability to work independently and collaboratively within a team-oriented environment.
 - Demonstrated ability to work effectively with diverse individuals and organizations.
 - A strong desire to enhance personal skills and abilities through ongoing professional development and continuous learning.
- **Work Environment & Travel:**
 - This is a remote position, though occasional travel to the Michigan AEYC office or alternative locations within the state of Michigan for meetings and events is required.
 - Flexibility to provide training and coaching sessions outside of traditional work hours (e.g. evenings or occasional weekends) to accommodate the schedules of early childhood professionals.

Compensation: Michigan AEYC is committed to providing our employees with a comprehensive and competitive benefits package.

- Competitive minimum starting salary of \$24-\$26.80 per hour
- Medical, dental, and vision insurance
- Retirement plan with employer match

- Employer paid life insurance, and short- and long-term disability
- Generous paid time off including most major holidays
- Paid parental leave
- A supportive and collaborative work environment where you can learn and grow
- Opportunities for professional development and advancement

Deadline: Application deadline is October 15, 2025 at 11:59pm

Application: Interested candidates should submit a current resume and cover letter to: Erica Willard, ewillard@miaeyc.org

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

About Michigan AEYC: The Michigan Association for the Education of Young Children (Michigan AEYC) is dedicated to promoting high-quality early learning for all children, from birth through age 8, by connecting practice, policy, and research. We strive to advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.