



**Job Opening: Ready Set Grow Project Coordinator**

The Pennsylvania Head Start Association ([www.paheadstart.org](http://www.paheadstart.org)) is searching for a parttime **Ready Set Grow Project Coordinator**. This person will work with the PHSA executive director to complete **Ready Set Grow Projects**. This is a one year, grant funded position for 15 hours per week, hourly rate will be based on experience.

**PHSA**

The Pennsylvania Head Start Association (PHSA) is a non-profit membership organization. We advocate for Head Start families, programs, and staff in Pennsylvania.

The Pennsylvania Head Start Association creates ONE CLEAR, POWERFUL VOICE for children and families who are economically challenged. We embrace diversity and unify the early childhood community by being a responsive, thriving organization, leading the charge for training, information sharing, advocacy and comprehensive services.

Pennsylvania Head Start Association's purpose is to maximize the cumulative talents of Early Head Start/Head Start parents, staff, administrators and friends to collectively improve the future for economically challenged children, families and communities, by providing quality leadership, training, information and advocacy at the local, state, regional and national levels.

The Pennsylvania Head Start Association is a 501 (c) (3) non-profit, a non-partisan association serving as a voice for Pennsylvania's most vulnerable children and families.

PHSA members include over 95% of the Head Start grantees serving yearly over 37,000 Head Start children and their families.

PHSA has been working since 2017 with the Food Trust, Common Market and others to grow Pennsylvania's Early Learning program's Farm to Early Care and Education (Farm to ECE) capacity. We have branded these activities **Ready Set Grow** ([www.pareadyssetgrow.org](http://www.pareadyssetgrow.org)).



415 Market St., Suite 206A, Harrisburg, PA 17101 Phone: (717) 526-4646  
Email: [stateoffice@paheadstart.org](mailto:stateoffice@paheadstart.org) or visit us on the web at [www.paheadstart.org](http://www.paheadstart.org)



## Ready Set Grow Project Coordinator Job Description

### Position:

PHSA seeks a part-time passionate, results-oriented person, dedicated to equity and increasing Farm to Early Care and Education (Farm to ECE) resources for Head Start programs in Pennsylvania, and supporting the mission, vision, of PHSA through implementing **Ready Set Grow** activities.

Reports to: PHSA Executive Director

Ready Set Grow Project Coordinator will be responsible for working with the PHSA Executive to successfully complete PHSA's Ready Set Grow Farm to ECE activities.

### Responsibilities:

Updating and maintaining Ready Set Grow website [www.pareadyssetgrow.org](http://www.pareadyssetgrow.org).

Blog posts

Social media

Coordination and logistics for Ready Set Grow Farm to ECE Task Force

Support for Ready Set Grow capacity grant project

Promotion, logistics, fund disbursement, reports.

### Qualifications:

AA or Bachelor's degree preferred. High school diploma required.

Experience with low-income communities, schools, and/or community-based (nonprofit) agencies.



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# READY SET GROW

## Skills:

Proficient in Google, Zoom and comfortable learning new technologies.

Excellent oral and written communication skills.

Strong interpersonal and human relations skills.

Ability to work independently, work on multiple projects simultaneously.

Ability and desire to learn.

Ability to lift up to 25 lbs.

## Position:

15 hours per week.

Work from home.

Must be able to work during daytime.

Some post covid travel possible

Position ends September 1, 2021

## Compensation:

Based on experience. Hourly rate \$22-\$30.

## Benefits:

This is a part-time position, no benefits are available.

## Questions:

Email Blair Hyatt PHSA Executive Director, [blair@paheadstart.org](mailto:blair@paheadstart.org)

## Application:

Send your resume and cover letter to Blair Hyatt PHSA Executive Director,  
[blair@paheadstart.org](mailto:blair@paheadstart.org).

## Start date:

Early September 2020



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PHSA is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.



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