

Statewide Systems Coordinator  
Alaska SEED | Learn & Grow  
Job Description



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### Agency Overview:

**thread** is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education, and supporting early educators through training and consultation.

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### Specific Responsibilities:

Statewide Systems Coordinator provides development support and implementation of projects and programs for the Alaska System for Early Education Development (SEED) including the Alaska SEED Registry, Trainer & Training & Coaching Approval System, Professional Development and/or Compensation Funding, and Learn & Grow, Alaska's Quality Recognition and Improvement System.

1. Provide support/management of the data base system housing the Alaska SEED Registry, Trainer and Training and Coaching Approval Systems, Professional Development/Compensation application process, including data entry and portal management, and Learn & Grow verification, and data management to include:
  - a. Monitor the info@seedalaska.org email and Alaska SEED fax line for incoming applications and customer service needs.
  - b. Review incoming Alaska SEED Registry, Professional Development Funding, Wage Compensation, Trainer/Training Approval, Coaching, and Alaska Early Childhood Administrator (AKECAC) applications for completeness prior to submitting to appropriate staff.
  - c. Confirm receipt of complete applications; communicates with and assists applicants whose applications are incomplete.
  - d. Monitor and create data report of "pending" Alaska SEED Registry applications for the purpose of notifying applicants of incomplete applications.
  - e. Assist with second review of Alaska SEED Registry Career Ladder Level evaluations.
  - f. Work in a team-based environment to align database systems and information for effective data collection.
2. Collaborate with **thread** staff in all three regional offices to facilitate early childhood program's Learn & Grow Level 1 and 2 verification paperwork. Verification process includes utilization of **thread** and Alaska SEED databases and early childhood program documentation to verify completion of quality activities associated with either Learn & Grow Level 1 or 2.
3. Provide administrative support to Learn & Grow Director and/or Director of Quality services as needed/available.
4. Support early childhood education programs in continuous quality improvement including working towards national accreditation standards.
5. Other duties as assigned.

### Qualifications:

1. Associates degree required, BA preferred, in business, database or project management, or related field.
2. Previous experience and/or knowledge in Early Childhood and QRIS preferred.
3. Prior experience implementing and managing the creation of a database system preferred.
4. Prior experience with program development and reporting required.
5. Must pass background check; references and valid identification required.

### Key Competencies:

1. Passion and commitment to **thread's** mission and the importance of early childhood education.
2. Knowledge of early childhood and school-age education programs and services, and community collaboration initiatives.
3. Flexibility and adaptability as organizational needs change.
4. Strong interpersonal skills required.
5. Strong analytical skills and attention to detail.
6. Strong technical writing skills required.
7. Strong customer service skills required.
8. Experience developing programs, initiatives and/or systems.
9. Experience with the development of policies and procedures.
10. Ability to use modern technology to enhance business and customer services.
11. Ability to communicate effectively with a diverse group of educators, parents, staff and members of the community.
12. Ability to use database systems and general office programs with comfort and ease including Microsoft Word, Excel, Access, Zoom, PowerPoint, Salesforce, shared project management tools, and Outlook.

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13. Ability to effectively facilitate, support and lead stakeholders to achieve goals.

**Schedule and Compensation:**

**Position Hours:** Monday-Friday, 9am-5pm, other hours as required

**Location:** 3350 Commercial Dr. Ste 203 Anchorage, AK 99501

**Position Type:** Part Time or Full Time, 40 hours/week max

**Classification:** Non-Exempt, Permanent

**Supervisor:** Alaska SEED Director

**Supervises:** None

**Hiring Range:** \$21 – 26/hour

**Benefits:** 20 days of PTO (starting), 13 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes \$750/year to HSA), Dental, Vision and Life. All premiums covered 100% for employee's health, dental, vision and life. Free **thread** services.

**To Apply:**

Please email a cover letter and resume to [hr@threadalaska.org](mailto:hr@threadalaska.org) with "Statewide Systems Coordinator" in the subject line. Open until filled.

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