

Nevada ECAC Systems Coordinator

The Nevada Department of Education (NDE), Office of Early Learning and Development (OELD) seeks to hire a Nevada ECAC Systems Coordinator to support the work of the Council.

Anticipated start date is 08/01/26. This position is remote, averaging 30-40 hours a week, with a flexible schedule not to exceed 40 hours weekly. Please submit your resume, cover letter, and three references to <https://bit.ly/NVECACSystemsCoordinator>. Please direct any questions to Patrice Gardner, pmgardner@doe.nv.gov.

Position Identification: Nevada Early Childhood Advisory Council (ECAC) Systems Coordinator

Type of Employment: Nevada-based Remote Contractor, Temporary Employee

Duration of contract: through June 30, 2027

Reports To: Nevada Head Start Collaboration Director and ECAC Executive Team

Pay: \$32.00 – \$34.00 per hour dependent on education and previous experience

Position Summary

The Nevada ECAC Systems Coordinator provides administrative and operational support to the Nevada Early Childhood Advisory Council (ECAC) and its subcommittees. Responsibilities include coordinating meetings, maintaining records and documentation, managing Council communications, and ensuring compliance with Open Meeting Law requirements. This position will also assist with compiling information and coordinating the development of the ECAC Annual Report and policy recommendations, as well as supporting the posting and organization of materials for the ECAC website and other communication platforms in collaboration with designated Council members and subcommittees. The ECAC Systems Coordinator works closely with ECAC leadership to support the efficient operation of the Council. Further, the Nevada ECAC Systems Coordinator supports the implementation of the ECAC Strategic Plan and subcommittee workplans by coordinating activities, tracking progress toward goals, analyzing data, and facilitating stakeholder engagement. This position helps advance system alignment, collaboration, and continuous improvement efforts across Nevada's early childhood system.

Essential Duties and Responsibilities

- Achieve a detailed understanding of the ECAC and Nevada public bodies in general.
- Work closely with the ECAC Executive Team to provide administrative support, including records management, research, document development, and correspondence as outlined in the ECAC Internal Operations Manual.
- Lead efforts to coordinate and schedule meetings, draft agendas, verify attendance, and provide technical guidance during meetings for the ECAC and its subcommittees.
- Manage, update and organize SharePoint, Teams, and Google Drive filing to support ease of access and organization of files and documents.

- Ensure all public ECAC documents maintain accessibility and compliance requirements according to the Americans with Disabilities Act (ADA).
- Attend ECAC meetings and subcommittee meetings.
- Prepare, maintain, and post official minutes in accordance with Nevada Open Meeting Law (OML) requirements. Support, train, and provide oversight to appointed subcommittee secretaries to ensure meeting minutes and agendas are accurately developed and posted.
- Collect, maintain, and track data using spreadsheets and online tools. Assist with data collection, reporting, and performance monitoring required for the CCDF Quality Grant, ECAC Strategic Plan, annual reports, and Council recommendations.
- Build and send out surveys as requested by the ECAC Executive Team.
- Coordinate meetings with key stakeholders, partners, and families to support PDG B-5 & ECAC projects and activities.
- Coordinate closely with ECAC and Subcommittee Chairs to provide guidance using the ECAC Strategic Plan 2026-2030 workplans as the focus for conversations during meetings.
- Support vacancy filling, knowing enough to cover a table, and identifying which subcommittees need to be focused on.
- Assist in developing the annual report to legislative council bureau (LCB) from the ECAC to the governor's office.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Work remotely with independence to complete tasks on time and be able to carry out multiple tasks and meet deadlines.
- Operation of general office equipment, and software including Adobe Acrobat, Microsoft Word, Power Point, Google Suite, Zoom, Wordpress, Canvas, data base programs, etc., (and the desire to learn new programs).
- Knowledge of the ECAC and the early childhood comprehensive system in Nevada.
- Ability to build relationships, collaborate, and relate effectively with diverse families, schools, staff, and community agencies.
- Proficient in typing.
- Experience in the early childhood field and family engagement.
- Excellent communication skills, written and verbal.
- Excellent organization skills.
- Maintain professionalism when working with a diverse group of community partners
- Experience in library and internet research and national approaches to ECCS.
- Critical thinker and innovative problem solver.
- Bilingual candidates are encouraged to apply.

Minimum Qualifications

- Bachelor's Degree in Early Childhood Education or related field of study.
- Valid Nevada driver's license.