



Position Description

Organizational Role:	Early Childhood Curriculum and Content Creator (Consultant)
Department:	Healthy and Ready to Learn
Reporting Relationships:	Reports to Programs Director

CHF is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value unique experiences and perspectives and believe our differences enrich the organization and enable us to confidently fulfill our mission. We strive to create a work environment that is inclusive, equitable, and welcoming. We encourage qualified candidates to apply regardless of identity characteristics.

If you are passionate about the work and our mission, if you strive for excellence, if you are smart and good at what you do, we celebrate you as you are.

Position Overview:

CHF's Healthy and Ready to Learn program is seeking a short-term Early Childhood Curriculum and Content Creator to update, develop, and adopt website and training content from school-age to early childhood.

The Healthy and Ready to Learn Initiative was developed by the Children's Health Fund to address health issues that impact student learning and attendance. Since 2014, we have partnered with NYC elementary schools to implement a comprehensive school-based model that provides the school community with health services, education, resources, and protocols. We address health needs rooted in social, racial, and economic inequities by creating relevant content that builds the capacity in the school community. Our program has expanded to include technical assistance, training, an online resource and training center, and local and national advocacy.

Through our program we:

- Support student success by increasing access to health resources, implementing trauma sensitivity strategies, and building positive school environments.
- Facilitate important communication and collaboration between the health and education sectors.
- Partner with communities using an approach that is 1) strengths-based 2) whole-family oriented 3) equity-focused 4) trauma-sensitive, and 5) data-driven

COVID-19 has had a tremendous impact on the NYC families and has further compounded the trauma experienced by families living in underinvested communities. Our program is committed to supporting trauma sensitivity in schools to ensure that students, staff, and families receive necessary support. This temporary position will focus on early childhood mental health and trauma. We are looking for an individual who is committed to centering the school community's needs.

The Curriculum and Content Creator will design, adapt and update materials available on www.healthyandreadytolearn.org and our live training series focused on school health and trauma-sensitivity. They will work to adopt existing materials for early childhood.

Principal Accountabilities

Training Development

- Create new professional development training and workshop materials based on expertise and experience in the early childhood education field as well as input from the HRL team and partners.
- Adapt existing training materials to promote child health and positive early education climates.
- Collaborate with the Research, Evaluation, and Learning team on creation and monitoring of training evaluation and data collection.
- Work with HRL partners and community representatives to inform content development.
- Create and adapt all content using a trauma-sensitive and anti-racist lens.

Online Materials

- Review materials on the Healthy and Ready to Learn Resource and Training Center and adapt appropriate web content including copy, images, and promotional content for early childhood audiences.

Position Requirements:

- Commitment to and excitement about Children's Health Fund and Healthy and Ready to Learn missions, values, and activities.
- Master's Degree with early childhood focus strongly preferred.
- 3-5 years of work experience related to the intersection of health and education.
- 3-5 years of work experience in content or training development.
- Experience working directly with marginalized communities.
- Deep understanding of childhood mental health and trauma.
- Understanding of health literacy and plain language guidelines.
- Experience with online content management.
- The ability to communicate effectively with diverse partners including school administrators, health care providers, teachers, community-based organizations, young children, and parents.
- Exceptional organizational skills: demonstrated ability to manage multiple projects and priorities; and ability to work both independently and as part of a multi-disciplinary team.

ADDITIONAL INFORMATION:

This role is short term, temporary beginning at the end of August.

Children's Health Fund is based in New York City and provides a hybrid onsite/remote work environment.

HOW TO APPLY:

If interested, please send your resume and cover letter to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc.