

A CHANCE TO GROW JOB DESCRIPTION

JOB TITLE

SMART Mentor,
Minnesota Learning Resource Center, MLRC

TITLE OF IMMEDIATE SUPERVISOR

Director of Education Services

JOB SUMMARY

This position is responsible for assisting in the coordination of MLRC project development and special project execution. Responsibilities include SMART and SMART Pre-K workshop presenting, site mentoring, development of products and associated workshop materials, assistance in workshop planning, and special project planning and implementation, applying to and presenting at relevant conferences and forums to promote SMART and ACTG, coordinating written and internet communication to sites, providing assistance and support of SMART implementation within other ACTG programs.

The essential functions of this job include but are not limited to the following fundamental responsibilities:

Assisting in planning and coordinating of workshops

Serving as a SMART workshop presenter and mentor to SMART sites

Drafting and submitting applications for relevant conference presentations

Presenting at local, state, and national conferences

Coordinating updates of Power Point presentations, SMART curriculum and supplementary guides

Maintaining current updates of SMART Manual, both for workshop presenters and participants

Creating regular communication tools pertaining to SMART, including e-

newsletters, SMART Tips for Parents, brochures, etc.

Providing mentoring to Turnquist Child Care Center staff and maintaining communication with administrators

Performing other related tasks as assigned by supervisor

Required Qualifications:

Bachelor's Degree

Experience implementing the SMART program, preferred

Exposure to and understanding of ACTG interventions

Ability to communicate both verbally and in writing effectively

Skill in making presentations to groups of people

Knowledge of MAC software, preferred

Resumes and Cover letters to:

csmythe@actg.org

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