



COLLEGE OF EDUCATION

**CENTER FOR EARLY CHILDHOOD
EDUCATION AND INTERVENTION**

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Project Manager

Maryland Early EdCorp (MEEC) Registered Apprenticeship

MEEC Service Year Blended Model

Center for Early Childhood Education and Intervention (CECEI)

University of Maryland, College Park

About the Center for Early Childhood Education and Intervention (CECEI)

The Center for Early Childhood Education and Intervention (CECEI), in the College of Education at the University of Maryland, is a joint initiative between the Department of Counseling, Higher Education and Special Education and the Department of Human Development and Quantitative Methodology. CECEI conducts high-quality research on early childhood education and early intervention to inform state and federal policy, translate research into scalable programs and best practices, build capacity in schools and communities, and promote family engagement in children's education.

About the Maryland Early EdCorp (MEEC) Registered Apprenticeship

The Maryland Early EdCorp (MEEC) Registered Apprenticeship, developed by the Center for Early Childhood Education and Intervention (CECEI) at the University of Maryland, prepares the next generation of early childhood educators to earn while they learn as they work toward the Child Development Associate (CDA) credential. The MEEC Registered Apprenticeship includes multiple implementation models designed to meet the needs of different populations while maintaining a common competency-based framework, shared standards of practice, and consistent program outcomes.

This announcement supports the MEEC Service Year Blended Model, a Maryland Service Year Option implemented in partnership with the Maryland Department of Service and Civic Innovation. The model combines paid employment in high-quality early childhood programs with competency-based professional learning, individualized coaching, and meaningful civic engagement that strengthens communities while preparing participants for successful careers in early childhood education.

Participants complete 160 hours of evening and weekend coursework, up to 2,000 hours of paid on-the-job learning, and receive individualized coaching while employed in programs serving children and families with diverse needs. In addition to apprenticeship requirements, participants complete the civic engagement and service requirements established by the Maryland Department of Service and Civic Innovation and its designated partner.

Project Manager Summary

The Project Manager coordinates the day-to-day implementation of the MEEC Service Year Blended Model, including participant support, professional learning, coaching coordination, partner engagement, communications, logistics, and continuous quality improvement. Working closely with the MEEC Director, Curriculum Coordinator, instructors, coaches, employers, and community partners, the Project Manager helps ensure high-quality implementation and participant success.

- Assist the MEEC Director in planning, coordinating, implementing, and continuously improving the MEEC Service Year Blended Model.
- Collaborate with the Curriculum Coordinator to plan, prepare, coordinate, and deliver MEEC coursework.
- Provide individualized mentoring, guidance, encouragement, and support to participants to promote professional growth, persistence, and successful completion of apprenticeship and Service Year requirements.
- Facilitate the virtual peer learning community by fostering collaboration, reflection, peer support, ongoing engagement, and civic leadership.
- Develop and disseminate communications with participants, instructors, coaches, employers, service partners, and project partners through email, phone, text, and other communication platforms.
- Coordinate logistics for coursework, coaching, civic engagement activities, trainings, meetings, and other project activities.
- Coordinate and monitor the delivery of MEEC coursework and individualized coaching provided by contracted instructors and coaches to ensure high-quality implementation and fidelity to the MEEC model.
- Collect, analyze, and synthesize feedback from participants, instructors, coaches, employers, and service partners to support continuous quality improvement and project evaluation.
- Perform other duties as assigned in support of the successful implementation of the MEEC Service Year Blended Model.

This full-time opportunity is currently funded through August of 2027 and is based in the Discovery District of the University of Maryland, College Park with the possibility of some telework. The Project Manager will be based in the CECEI office for 2-3 days per week, routinely visit schools/child care programs, teach virtually during evenings, and on some occasions teach in-person on Saturdays. The ability to travel to Baltimore City is required.

Minimum Qualifications

- Bachelor's degree in Education, Child Development, Human Development, Psychology, Workforce Development, or a related field.
- Experience working in early childhood education.
- Excellent interpersonal, organizational, project management, and written and oral communication skills.

- Ability to build collaborative relationships with diverse partners and work independently in a fast-paced environment.
- Proficiency with Microsoft Office and Google Workspace.

Preferred Qualifications

- Graduate degree in a related field.
- Experience in youth development, social services, and/or registered apprenticeship.
- Knowledge of the Maryland Service Year Option and experience collaborating with community organizations, employers, and state agencies.
- Experience supervising or mentoring adult or emerging professionals.
- Familiarity with Apple products and related software.

Background Checks

Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify anyone from employment. Before any adverse decision, the finalist will have an opportunity to provide information to the University regarding disclosable background check information. The University reserves the right to rescind the offer of employment or otherwise decline or terminate employment if the information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed.

Employment Eligibility

The successful candidate must complete employment eligibility verification (on Form I-9) by presenting documents that establish identity and work authorization within the timeframe required by federal immigration law, and where applicable, to demonstrate renewed employment authorization. Failure to complete employment eligibility verification or reverification within the timeframe set forth by law may result in suspension or termination of employment.

EEO Statement

The University of Maryland, College Park is an Equal Opportunity Employer. All qualified applicants will receive equal consideration for employment. Please read the University's Equal Employment Opportunity Statement of Policy.

Title IX Non-Discrimination Notice

The University of Maryland (UMD) does not discriminate on the basis of sex, gender identity or expression, sexual orientation, race, color, religion, national origin, ethnicity, physical or mental disability, protected veteran status, age, genetic information or any other characteristic protected by law in its programs and activities. Specifically, Title IX prohibits discrimination on the basis of sex in UMD programs and activities, including with respect to admission and employment.

Application Instructions

Interested persons should contact EarlyEdCorp@umd.edu and include a cover letter summarizing qualifications and interest in working with the Maryland Early EdCorp (MEEC) Registered Apprenticeship program, a current resume, an informal writing sample (e.g, email, newsletter, etc.), and contact information for three individual references. Please state "Service Year Project Manager Application" in the subject line of the email to ensure your materials are received. Material review will begin August 3, 2026 and continue until the opening is filled.