

PAY GRADE: \$25,000 - \$31,000

SUPERVISES: N/A

REPORTS TO: Program Director

GENERAL DESCRIPTION: Responsible for assisting the Program Director in the implementation of quality initiatives. This includes, but is not limited to, curriculum and training initiatives, health initiatives, quality initiatives, family literacy and engagement initiatives, inclusion services, infant toddler services, STEAM, parent engagement events and others.

ESSENTIAL JOB FUNCTIONS:

Communication

1. Maintain ongoing communication with the early learning providers via email, mailings, etc. to ensure up-to-date information is provided regarding early learning program requirements, upcoming events, program and/or staff changes, promotions, general announcements, etc.
2. Generate correspondence to early learning subcontractors regarding program coordination and/or contract compliance issues as requested.
3. Update early learning providers regarding a wide variety of topics, including but not limited to, legislative updates, program compliance changes, Coalition policy updates, upcoming events, and others as identified

Quality Initiatives Coordination

1. Attend Coalition and community events, as identified; includes organizing of consumer education materials such as Coalition flyers, brochures, handouts; etc.
2. Manage inventory of all consumer education materials to ensure adequate supply is maintained; generate printing orders as needed to replenish supplies
3. Assist the Program Director in ensuring all aspects of quality initiatives are coordinated effectively; this includes follow up on the Program Director's behalf, getting quotes for event and training related items; making reservations, completing paperwork, printing and/or organizing related materials, other activities as identified
4. Maintain calendar of events
5. Assist in the coordination of Program Committee and Program Task Force meetings including, but not limited to, coordination of associated meeting materials and other meeting related activities as identified.
6. Work closely with the Program Director and Executive Director on special program related projects, participation in other early learning related conferences (One Goal, etc.), program related community collaborations (Children's Week, etc.)
7. Assist in the coordination/implementation of the following quality initiative projects, as identified:
 - a) Specialized Year-Long Initiatives: includes quality initiatives that are implemented over the course of the school year
 - b) Early Educator and Family Events Support: includes early educator conferences, Family Nights and other early learning related events; includes event planning support activities, sponsorship follow up/coordination as identified, volunteer coordination and follow up, etc. as identified
 - c) Early Educator Trainings: includes training workshops, events and activities

- d) Professional Development Reimbursement Program: process paperwork submitted by early learning providers for reimbursement of allowable expenditures; maintain all documentation for monitoring purposes
- 8. Performance Funding Project – help coordinate proper submission of required performance measures from providers, help coordinate required trainings (MMCI, etc.), CLASS observations, technical assistance and other Coalition programmatic related functions; print and distribute certificates, conducts check and balance activities to verify accuracy of payments
- 9. Coalition Website: includes ongoing updates and maintenance, as identified
- 10. Social Media: includes daily, weekly, and/or periodic posts as deemed appropriate
- 11. Early Learning Florida Professional Development Initiative – assist in coordination of provider participation regarding ELF online trainings, as applicable, and assist in coordinating verification of stipend payments to providers
- 12. Conduct research as needed
- 13. Assist in conducting surveys with parents, providers and/or community organizations as needed
- 14. Attend Coalition program related committee meetings, board meetings and events as identified
- 15. Record and transcribe the minutes for Coalition committee, board and other Coalition functions in a back-up capacity
- 16. Other duties as identified

General Requirements

- 1. Assist in coordination of day-to-day quality initiative activities
- 2. Assist with ongoing and frequent communication with early learning providers and community partners as needed
- 3. Assist in organizing participation in professional conferences, trainings, statewide and regional meetings, Coalition meetings, and other events as identified
- 4. Work harmoniously with Coalition members, other Coalition staff, early education care agencies and the community at large as appropriate
- 5. Assists Program Manager and Executive Director with special projects as identified
- 6. Other duties as assigned

{Above are essential functions of the job. The Early Learning Coalition of Osceola County promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.}

[This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.]

MINIMUM REQUIREMENTS:

Candidate must possess:

- 1. 2 years of college or 5 years of associated work equivalency
- 2. Strong organizational and analytical skills
- 3. Strong problem solving skills
- 4. Strong layout and design skills
- 5. Knowledge of general office equipment including copier, fax, and computer
- 6. Knowledge of internet navigation and general website functionality
- 7. Proficient skills in the use of Microsoft Office including Word, Excel, Power Point and Outlook
- 8. Proficient skills in the use of Microsoft Publisher desired

- 9. Ability to develop and maintain effective records and management practices
- 10. The ability to multi-task and meet aggressive deadlines
- 11. Strong oral, written and presentation skills
- 12. Professional appearance and presentation

Candidates must demonstrate:

- 1. The ability to compile and organize a multitude of forms, documents, handouts, etc., assist with website and social media updates and maintenance as needed, manage a large amount of details for multiple initiatives simultaneously
- 2. The ability to work independently, establish priorities and manage deadlines, multi-task and work in a fast-paced environment; work flexible hours and occasional nights and weekends
- 3. Strong tracking and following skills

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- 1. Possession of a valid Florida Driver's license and daily access to reliable transportation to and from work and for local work-related travel.

ESSENTIAL PHYSICAL SKILLS:

- 1. Ability to operate a computer for extended periods.
- 2. Ability to sit for extended periods while performing job functions.
- 3. Must be able to assist with lifting of heavy boxes occasionally.

ENVIRONMENTAL CONDITIONS:

- 1. Office environment and some field work in community

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

EMPLOYEE:

NAME	DATE
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SUPERVISOR:
