

Position Title: Quality Initiatives Specialist  
Department: Quality  
Hiring Range \$32,000 - \$45,000  
FLSA Status: Non-Exempt  
Reports to: Chief Program Officer Quality  
Created by: Amanda Kelkenberg  
Created on: 01/06/2022  
Approved by: Amanda Kelkenberg  
Approved on: 01/25/2022

**GENERAL DESCRIPTION:** Responsible for assisting the Program Services Manager in the implementation of quality initiatives. This includes, but is not limited to programmatic communications, event planning, data collection, data analysis, and administrative support.

**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. 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 Support*

1. Attend Coalition and community events in conjunction with collaborating organizations as identified; includes organizing of consumer education materials such as Coalition flyers, brochures, handouts, and other related materials; etc.
2. Manage inventory of all consumer education materials to ensure adequate supply is maintained; generate print orders as needed to replenish supplies
3. Coordinate quality initiatives logistics ensuring that all aspects are effectively implemented; this includes follow up on the Director's behalf, getting quotes for events and training related items; making reservations, completing paperwork, printing and/or organizing related materials, other activities as identified
4. Maintain calendar of events
5. Coordinate staffing for community/outreach events and quality initiatives
6. Work closely with the Program Services Manager, Chief Program Officer and Strategic Partnerships Specialist 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 with the implementation of agency quality initiatives, including but not limited to:
  - 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, Provider Meetings, 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. Conduct research as needed
9. Assist in conducting surveys with parents, providers and/or community organizations as needed, to include developing tools and entering data as needed
10. Other duties as identified

**General Requirements**

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

{Above are essential functions of the job. The Early Learning Coalition of Osceola County promotes an equal employment opportunity workplace 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. Bachelor's degree in education or related field is requested but not required
2. Strong organizational and analytical skills
3. Strong problem-solving skills
4. Knowledge of general office equipment including copier, fax, and computer
5. Proficient skills in the use of Microsoft Office including Word, Excel, Power Point and Outlook
6. Proficient skills in the use of Microsoft Publisher desired
7. Ability to develop and maintain effective records and management practices
8. The ability to multi-task and meet aggressive deadlines
9. Strong oral, written and presentation skills
10. Professional appearance and presentation

Candidates must demonstrate:

1. The ability to compile and organize a multitude of forms, documents, handouts, etc.
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 follow-up 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. 50% office and 50% home office environment

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

