



JOB DESCRIPTION

Job Title: Special Projects Coordinator

Reports to: Director of Research and Special Projects

Supervises: N/A

Job Code:

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting around \$48,000

Position Summary:

Provides overall management and oversight to one (or two) social service program(s) including oversight of staff, developing/controlling the budget, developing/implementing policies and procedures, participating in obtaining funds/grants, coordinating/integrating program with others in the organization. Responsible for the oversight of the work of volunteers, university interns, and paid mentors. The Coordinator will ensure compliance with the initiatives and goals set forth in the ELCOC Strategic Plan. Must maintain all coalition, provider's and families' information/data confidential.

Essential Job Functions

I. Compliance

- Develops Coalition protocols in support of new special projects initiatives.
- Monitor and provide verbal and written feedback to participants in special projects initiatives to ensure Coalition protocols are followed.
- Assess new initiative implementation to determine issues impacting success are identified and addressed to support maximum program effectiveness.
- Screen potential participants for special projects to ensure candidates who will be able to satisfactorily enter in initiative activities.
- Supervises project staff, interns and/or volunteers with program activities.
- Tracks data and documentation for project initiatives to ensure data gathered is accurate and completed in a timely manner.
- Ensures compliance with Department of Education/Office of Early Learning and Coalition budgetary policies and procedures.

II. Technical Assistance

- Develops criteria for participation in special projects and recruits the most credible potential participants for inclusion in initiative activities.
- Provides training and technical assistance to participants in special projects and initiatives to ensure optimal program success.
- Ability to problem-solve issues arising with initiative activities and capacity for resolving problems in suitable manner.
- Works collaboratively with diverse cohorts of early childhood and community professionals to ensure initiative goals are achieved.

- Identifies community resources and potential collaborators for integration into special project initiatives.
- Participate in requisite training in support of technical elements of special projects.
- Support Early Childhood Community Intern program, in collaboration with Coalition, UCF and other university/college partners.

III. Program Support

- Implements and coordinates special project initiatives, under the direction and collaboration of the Director of Research & Special Projects, to provide targeted supports for areas identified by the Coalition Board as focus of interest.
- Assists the Director of Research and Special Projects with gathering research and data in support of Coalition grant requests.
- Prepares documentation and data for monthly reports from initiatives.
- Responsible for entering program data into Coalitions designated database on the designated timeframe
- Prepares own timesheet and expense report on a timely and accurate basis.

(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.)

Qualifications:

- Ability to solve problem and deal with a variety of variables.
- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with a minimum direction.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to maintain a cooperative working relationship with a variety of constituents.
- Knowledge of English business language and ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information.
- Ability to exercise sound judgment within established guidelines.
- Understanding of adult learner.
- Demonstrated knowledge of child development and appropriate childcare practices and knowledge of Florida state standards and requirements.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- The employee is frequently required to stand; walk, stoop and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision.
- Proficiency in the use of computer software (Microsoft Office Suite). Ability to navigate the Internet.
- Knowledge of basic customer service techniques. Have the ability to teach, guide and mentor adults in a positive and pro-active manner. Manages time effectively.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Ability to work flexible/hours schedule i.e. occasional Saturdays or evening hours.
- Professional Appearance and Presentation
- Must Possess and valid Florida Driver's License with the ability to travel to off-site locations.

Education and Experience:

- Bachelor's Degree in Early Education/Child Development, Business Management, Finance, or related field is required
- Minimum of 5 years' experience managing related topics with (5) years of experience in Early Childhood, Professional Development or related content area, metrics development and highly responsible project design and implementation is required.
- Knowledge of early learning programs and dynamics is preferred.
- Bilingual - Ability to communicate in the Spanish language both verbally and in writing.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

msanchez@elcoc.org

By Fax to: 407-749-0287

By Mail to:

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