

# Early Care and Education Program Associate

## Early Childhood Council of Larimer County

<b>Job Title:</b>	Early Care and Education (ECE) Program Associate
<b>Reports To:</b>	Early Care and Education Director
<b>Job Location:</b>	Fort Collins, CO (Remote work options available)
<b>Work Schedule:</b>	Full-time; hourly (40 hours/week). May require occasional evening and/or weekend hours.
<b>Salary Range:</b>	\$17.00 - \$22.00/hour
<b>Exemption Status:</b>	Non-Exempt

**To apply: Please submit a cover letter, resume, and 3 references to [careers@ecclc.org](mailto:careers@ecclc.org), and include job title in subject line. Applications submitted via Indeed will NOT be considered. Deadline to apply is December 10, 2021.**

### Overview of ECCLC:

Early Childhood Council of Larimer County (ECCLC) is an independent nonprofit organization that rallies support, resources, and awareness to ensure every young child in our community has quality early childhood experiences so they thrive from day one.

### Position Summary:

At ECCLC, we are a close-knit team of professionals who value passion, innovation, adaptability and a sense of humor. This position provides support to the Early Care and Education Program. Key functions include providing administrative support, such as scheduling and organizing internal and external meetings, ordering supplies, etc., as well as project coordination support which may include creating and owning project calendars, assisting with project logistics, tracking data, etc. Specifically, the ECE Program Associate will support the coaching team, the providers they are currently working with, and new providers seeking assistance from ECCLC. The Program Associate is a self-motivated, passionate professional who is committed to the early care and education field. The ideal candidate for this position will be well-organized, independent and creative. This position will be a hybrid role with the option to work in the office or from home, so it is important for this person to be able to manage their own schedule, prioritize multiple projects, and communicate effectively.

### Essential Job Functions:

- Administrative Support and Project Coordination:
  - Assist with scheduling and facilitating ECE meetings, including creating and distributing agendas, reminders, meeting minutes and follow up with participants
  - Manage program-specific needs and materials

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- Create project calendars and assist with project logistics
- Assist the Early Care & Education Director with implementing and monitoring grant-related deliverables
- Assist the Early Care & Education Director with gathering data from program activities
- Continually seek professional development opportunities that help broaden expertise in early care and education, coaching, data collection, and reporting.
- Assist with various additional administrative and programmatic tasks as needed
- ECE Program Support
  - Data and reporting for ECE team work
  - Contribute to other agency reports as requested
  - Track ECE Team progress on agency and strategic goals
  - Analyze local child care data and respond to data requests
  - Survey creation, implementation, analysis, and reporting
- Child Care Provider Technical Assistance
  - Working knowledge of all provider grants offered (eligibility, etc)
    - Provide technical support for grant applications
    - Assist providers with purchase, reimbursements, documentation needed for grants
  - Issue guidance and support to Level 1 programs to reach Level 2 in Colorado Shines.
  - Contact all licensed child care providers annually to update provider profile information in Salesforce.
  - Connect providers with coach and/or additional support, as needed
  - Offer support and answer provider questions and/or concerns regarding training needs, business practices, quality support, community needs, etc.
  - Ensure up to date provider information in local child care referral database (Bridgecare)
    - Add new provider profiles
    - Data and reporting
    - Run incentive program for provider updates

### **Education and Work Experience Qualifications:**

#### *Required:*

- Associates degree or a minimum of three years of professional experience in program support or coordination

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- Demonstrated experience with program support and/or coordination.
- Competent technology skills, including Google Suite, Microsoft Office, and Adobe Suite
- Experience with CRM databases, preferably Salesforce
- Ability to provide technical support to clients via phone or email
- Strong interpersonal and communication skills
- Ability to work independently
- Detail orientated with an ability to connect work to the big picture
- Organizational skills
- Reliable transportation and ability to drive to meetings within Larimer County
- Experience or familiarity with the early childhood sector
- An affinity for non-profit, community-based work

### Desired:

- Ability to speak, read, and write fluently in Spanish

### Job Benefits:

- Family friendly and flexible work environment; remote work options
- Paid time off (PTO)
- Paid wellness leave (48 hours/year) and paid time for volunteer work (16 hours/year)
- Six paid holidays
- Office is closed the week of Thanksgiving and the week between December 25 and January 1; and one personal (unpaid) flex week off each year
- After 2 months:
  - Health, dental, vision and life insurance
  - Employer retirement contributions
  - Medical and dependent care FSA's

**Early Childhood Council**  
of LARIMER COUNTY

*ECCLC enhances diversity through inclusion of individuals reflective of characteristics including, and not limited to, race, ethnicity, age, culture, different ideas and perspectives, disability, first generation status, familial status, gender identity and expression, geographic background, marital status, national origin, religious and spiritual beliefs, sex, sexual orientation, socioeconomic status, and veteran status. Discrimination based on physical traits that are associated with a person's race or ethnicity, including hair texture, type, style and headwear is prohibited in the State of Colorado by the Crown Act of 2020.*