

## Program Support Specialist

### Position Description

#### Background & Introduction

Healthy Child Care Colorado's mission is to build safe, supportive, and healthy early childhood settings and systems where children and professionals learn and grow.

#### Mission Strategies

1. Serve as a statewide network hub for consultation in early childhood.
2. Support quality improvement efforts in early childhood settings.
3. Advocate for best practices and sound policies.

#### Core Values, Guiding Principles, and Priority Areas

Our core values and guiding principles compass are common threads throughout our team culture, programs and services, and organizational development. We strive to bring these values into our work every day.

Our work is strengthened and supported through local, state, and national partnerships to promote and support best practices and policies for early childhood settings and systems in four priority areas:



Obesity Prevention



Social & Emotional Well-Being



Oral Health



Injury Prevention



#### Position Information & Scope

This is a salaried, full-time exempt position for 32-40 hours per week. This position can work remotely or in our Denver office. This position reports to the Associate Director and works to coordinate and support our programs and services. This position provides technical assistance, logistics and coordination, supports project tasks, communications, outreach, data tracking, and more.

#### Essential Duties & Responsibilities

- Coordinate logistics, communications, and support for in-person and virtual events ranging in size from 10 – 100+ participants

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- Provide technical assistance related to some programs and services. Answer phone calls and emails related to general inquiries
- Support teams with communications content, templates, and technology needs
- Monitor and track completion of some subcontractor deliverables to ensure requirements are met
- Enter data into our CRM (Salesforce) database to track donations and mailing lists
- Create and assist in processing of payments to vendors via our online Bill.com system
- Set up meetings and manage organizational events and meetings calendar
- Identify areas where internal systems and processes can be made more effective and/or efficient
- Assist with creation, testing, and promotion of event registration, data collection surveys, flyers, website content, and email communications
- Ensure regular communications are shared with various audiences
- Assist with writing proposals by searching for internal and external data and copy editing
- Contribute to the organization's culture and framework of learning and evaluation by collecting and reviewing data and identifying areas of strength and improvement
- Track progress and data related to contract/grant deliverables and programmatic goals
- Provide and track ongoing technical assistance to child care programs and consultative roles
- Occasionally conduct outreach and community engagement to increase awareness and promote our programs and services
- Other duties as assigned

## Qualifications

### Education & Experience

Bachelor's degree preferred. Two or more years of experience with project management, program delivery or coordination, technical assistance, or administrative support. Previous experience working in child care, early childhood, or public health systems is preferred.

### Knowledge

A working knowledge of Microsoft Office Suite and other technology tools that improve collaboration, effectiveness, and efficiency. Understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities. Demonstrated knowledge and experience in supporting the practice of geographically dispersed individuals doing similar work.

### Skills

- Ability to work collaboratively with diverse types of people; communicating tactfully and effectively in both written and spoken form.
- Anticipates glitches; checks in with the team periodically to gauge progress and identify any necessary course corrections.



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- Ability to identify opportunities to streamline activities to ensure efficiency and sustainability.
- Strong attention to detail and commitment to a high standard of quality in all elements of work.
- Dependable and able to manage multiple projects, tasks, communications, and timelines.
- Ability to meet deadlines with strong organizational and time management skills.
- Ability to make decisions, give clear guidance, and keep projects moving forward.
- Ability to organize and prioritize tasks and activities, adhering to timelines and needs.

## Personal Qualities

Friendliness, authenticity, an ease in interactions with internal team members and the public; ability to maintain confidentiality; flexibility and adaptability to changing priorities and projects; positive attitude toward early childhood and health activities; alignment with organization's values; ability to work as a member of a team and ask questions to understand the work more deeply.

## Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to see, talk, and hear. The employee frequently is required to work on a computer for reading, writing, and virtual meetings. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the physical office environment is usually low to moderate. Occasional work on weekends to support events. Occasional travel throughout Colorado may be required.

## Compensation

The salary range for this position is \$43,000 - \$54,000 annually, plus benefits.

## Apply

Send a letter of interest, résumé, and bio (no pictures) via email with the subject line "Program Support Specialist" to [jobs@healthychildcareco.org](mailto:jobs@healthychildcareco.org)

*Healthy Child Care Colorado does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.*

