

Quality Initiatives Coordinator Position Description

Introduction & Background

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 24 - 32 hours per week. The scope of this position is to co-create and lead the vision and sustainability strategies for our quality initiatives programs and services. Our quality initiatives work focuses primarily on programs and services that aim to impact obesity prevention, social and emotional well-being, oral health, and injury prevention in early childhood settings and systems across Colorado. This position reports to the Associate Director and works closely with internal team members and external partners.



The Quality Initiatives Coordinator is responsible for the deliverables outlined in projects assigned to this position. The Quality Initiatives Coordinator will develop and continuously improve programs and services, build relationships and partnerships with stakeholders, contribute to reports for funders, track and manage data, as well as deliverables for independent contractors, plan and deliver professional development events.

Essential Duties & Responsibilities

- Track progress and data related to contract deliverables and programmatic goals and contribute to reports for funders
- Develop relationships with partners in our four focus areas: obesity prevention, social and emotional well-being, oral health, and injury prevention
- Actively participate in and facilitate internal team meetings, external meetings with partners and funders, and other meetings, as requested
- Communicate and meet regularly with team members to schedule and advertise professional development offerings
- Lead facilitation of an average of 4-6 in-person and/or virtual trainings per month
- Occasionally, develop trainings for early childhood professionals utilizing the State's Training Alignment and Approval process
- Build and maintain meaningful relationships with early childhood professionals, champions, coaches, health consultants, and various stakeholders
- Regularly document and track technical assistance requests, program level policy changes, publish stories of impact, blog posts, annual report content, funder progress reports, new grant proposals, and more
- Lead collaborative efforts with relevant staff and external partners to conceptualize new programming including the full scope, goals, budget, and more
- Actively research funding opportunities that may align with our current work and future goals. Additionally, lead the grant writing process with support from the Operations Team
- Conduct outreach and community engagement activities to increase general awareness and promotion as well as recruit participants for our initiatives
- Recruit qualified sub-contractors, manage agreements, support, and monitor their performance and progress on deliverables
- Become a Certified Playground Safety Inspector and maintain reliability to conduct occasional inspections and to utilize expertise to inform our broader work and partnerships
- Support strategic priorities through grant writing and timely completion of reports
- Co-create annual strategic plan and priorities for our Quality Initiatives work. Lead execution of the strategic plan
- Participate in policy and advocacy efforts, including testifying on relevant legislation
- Lead direct delivery of programs and services including technical assistance, training, facilitating meetings and workgroups, network building, advocacy, and more

- Develop and facilitate professional development opportunities including trainings, mentoring, communities of practice, reflective practice, and more
- 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
- Develop relationships and establish strategic partnerships in early childhood social and emotional well-being
- Promote and engage in opportunities to leverage national models, integrate state systems, and balance local needs to influence systems, services, and policies
- Identify and implement program level improvements and ensure alignment with state licensing, quality rating, workforce, and professional development systems
- Other duties as assigned

Required Knowledge, Skills & Qualifications

- A minimum of a bachelor's degree from an accredited college or university
- Obtain Intermediate Trainer Credential through the Colorado Shines Professional Development Information System (<http://ecpd.costartstrong.org>)
- Knowledgeable about the landscape, strengths, challenges, and needs of the field
- Ability to demonstrate effective and meaningful training delivery
- Ability to present trainings in front of an audience ranging from 8 to 40+ participants
- Ability to work collaboratively with diverse types of people
- Ability to think across systems and sectors to create innovative and effective solutions
- Strong organization skills and detail oriented
- Strong customer service and external relations skills
- Strong verbal and written communication skills
- Ability to meet deadlines and manage multiple projects
- Achieve and maintain reliability in designated assessment tool(s)
- Willingness and ability to travel throughout Colorado approximately 20% of the time
- Knowledge of state systems and opportunities to increase alignment in support of our quality initiatives programs and services.
- Demonstrate success as a public speaker
- Ability to focus on relationship building efforts
- Analyze systems, policies, and procedures to identify opportunities to increase effectiveness and efficiency of programs and services
- Commitment to enhancing continuous quality improvements
- Demonstrate commitment and inclusion of HCCC's values in everyday work
- Proclivity for direct outreach and recruitment in service of HCCC's Mission

Preferred Knowledge, Skills & Qualifications

- Knowledge of training development and adult learning principles preferred
- Experience working directly with or in early childhood programs, conducting trainings, mentoring early childhood professionals, or consultation.
- Experience successfully writing grants and managing budgets
- Ability to work collaboratively with diverse types of people; communicating tactfully and effectively in both written and spoken form
- Ability to think across systems and sectors to create solutions and collaborations
- Strong attention to detail and commitment to a high standard of quality and excellence
- Demonstrate ability to manage multiple projects, lead teams, and meet deadlines with strong organizational and time management skills
- Ability to make collect input and feedback, make decisions, give clear guidance, and keep projects moving forward
- Experience and success providing supportive programs and services to the early childhood field
- Ability to clearly communicate the value of our programs and services
- Experience collaboratively developing new programs and services including the objectives, purpose, structure, cost, procedures, program materials, alignment with existing systems, communications and outreach plan, evaluation plan

Personal Qualities

Friendliness, authenticity, and ease in interactions with internal team members and in meeting with the public; ability to maintain confidentiality; flexibility and adaptability to changing landscape, priorities, and projects; positive attitude toward early childhood and health activities; alignment with organization's values; comfort with ambiguity, shifting environments, and shared decision making; ability to work as a member of a team and ask the questions to understand the work more deeply; engagement in reflection, commitment to continuous learning and improvement.

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 talk and listen. 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 travel throughout Colorado is required.



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Compensation

The salary range is \$35,000 - \$46,000 annually, plus benefits.

Apply

Send a letter of interest, résumé, and bio via email with the subject line “Quality Initiatives Coordinator” to jobs@healthychildcareco.org

Healthy Child Care Colorado shall 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.