

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 40 hours per week. This position can work remotely or in the office. There is an occasional requirement to work in our Denver-based office and to attend in-person meetings and events. The scope of this position is to co-create and lead the programs and services in our quality initiatives mission strategy. Our quality initiatives work aims 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 Director of Mission Strategies and works closely with the Program Support Specialist, and Pyramid Coordinator, as well as stakeholders and partners. 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, and deliver professional development. The work is guided by the organization's Strategic Roadmap as well as government and grant funded projects assigned to this position.

Essential Duties & Responsibilities

Pyramid Network Leadership & Support

- Provide individualized technical assistance and support around Pyramid Model training, coaching, observation tools, and special projects.
- Collaboratively lead the state level data collection, analysis, and reporting processes to demonstrate collective impact.
- Conduct outreach to build awareness and recruit participants for initiatives related to Quality Initiatives and Pyramid Model.
- Participate as an active member on the Pyramid State Leadership Team and 1-2 Workgroup(s).
- Support planning and implementation of professional development events and meetings.
- Assist with creation and dissemination of resources, templates, tools, and materials as needed.

Program Development & Delivery

- Co-design and deliver programs and services focused on obesity prevention, oral health, social and emotional well-being, and injury prevention.
- Promote and engage in opportunities to leverage national models, integrate state systems, and balance local needs to influence systems, services, and policies.
- Occasionally develop training offerings using CDEC's Training Alignment Process.
- Build and maintain relationships to advance programs, services, and deliverables.
- Recruit and manage qualified subcontractors, manage agreements, provide support, and monitor their performance and progress on deliverables.
- Collaborate with relevant staff and external partners to conceptualize new programming including the full scope, goals, budget, and more.
- Contribute to communications efforts such as newsletters, blog, email blasts, social media, stories of impact, and more.
- Deliver and track technical assistance and training for the early childhood workforce, consultative roles, and others.
- Track progress and data related to contract/grant deliverables and programmatic goals. Contribute to grant writing and reporting.

- Collaborate with internal team to ensure programs and services are promoted, scheduled, communicated, and evaluated.
- Contribute to the organization's culture and framework of learning and evaluation by collecting and reviewing data and identifying areas of strength and improvement.
- Perform other duties as assigned.

Knowledge, Skills & Qualifications

Required

Bachelor's degree and previous experience working in child care, early childhood, community organizing or public health. Three or more years of experience working in early childhood programs and providing training and/or coaching in early childhood settings.

- Experience with program planning, data collection and utilization, delivery of training and coaching, continuous quality improvement, etc.
- Knowledge of child development and developmentally appropriate practices.
- Knowledge of training development, adult learning principles, and early childhood competencies.
- Knowledge of equity, diversity, inclusion concepts; the social determinants of health; language equity; disparities in health and early childhood outcomes.
- Understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- Demonstrated success as a trainer/coach/public speaker with audiences ranging from 10 to 40+.
- Strong attention to detail and organizational skills.
- Commitment to a high standard of quality. Strong customer service and external relations.
- Demonstrate ability to manage multiple projects, meet deadlines, and manage timelines.
- Ability to work collaboratively with diverse types of people; communicating tactfully and effectively in both written and spoken form.
- Ability to collect input, make decisions, give clear guidance, and keep projects moving forward.
- Ability to clearly communicate the value of our programs and services.
- Willingness and ability to travel throughout Colorado approximately 20% of the time.

Preferred

Three or more years of experience with Pyramid Model implementation at the program, community, or state level.

- Pyramid Facilitator Certification or Pyramid Plus Trainer/Coach Certification
- Experience and understanding of Pyramid Model implementation at the universal, targeted, and intensive intervention levels.
- Proficiency with online meeting platforms and Microsoft Office Suite.



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 or 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 environment is typically low to moderate. Occasional weekend work and travel throughout Colorado is required.

Compensation

The position will be hired for 40 hours per week. This is a full-time, exempt position is eligible for benefits. The starting annual salary is commensurate with skills and experience in the range of \$56,000 – \$62,000.

Apply

Send a letter of interest, résumé, and biography via email with the subject line "Quality Initiatives Coordinator" to jobs@healthychildcareco.org. Please refrain from including your photograph in any of the application documents.

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.