



## **Anson County Partnership for Children**

### **Job Description**

**Job Title:** Program Coordinator

**Employment Status:** Full-Time/PCE

**Effective Date:** June 28, 2021

**Salary Range:** Based on Education and Experience

**Job Statement:** The Anson County Partnership for Children (ACPC) is looking for a reliable and precise professional with nonprofit contract and evaluation experience to support our organization. The Program Coordinator will monitor, evaluate, and support all in-house programming to ensure module fidelity, contract completion, and evaluation transparency. The Program Coordinator works to monitor and provide technical assistance to ensure compliance with North Carolina Partnership for Children (NCPC), ACPC, federal, state, and local policies and guidelines. This position is a vital part of organizational success. The Program Coordinator will work closely with colleagues under the supervision of the Executive Director. Impeccable organizational skills, immense flexibility, and unparalleled teamwork capabilities are essential for success.

#### **Duties include, but are not limited to:**

- Planning and development of programs and other strategies to achieve the Partnership's goals for families and young children, including program needs/resource assessments, identification of best practices and program models, development of strategies to address identified needs, oversight or assistance with implementation of strategies, and ongoing quality improvement.
- Lead monitoring and evaluation of Smart Start-funded activities under NCPC requirements. Conduct monitoring visits and write monitoring reports. Work with partners to create logic models, create/update reporting forms annually, review reports, and follow up on any issues.
- Provide guidance on implementing evidence-based programs with model fidelity, develop action plans, and provide resources and professional development opportunities.
- Serve as primary contact with NCPC and ensure that all program records and activities comply with the requirements of NCPC and the state auditor. Attend meetings/webinars offered by NCPC staff, complete annual submission of activities and update contract activity descriptions as needed, submit quarterly counts and outcome data, and maintain documentation of evidence-based/evidence-informed programming.
- Coordinate qualitative and quantitative evaluation needs, including contracting with an external evaluation consultant.
- Implement data collection, analysis, and reporting as required by the funder.
- Offer internal and external communication and reporting to partners, community, funders, and stakeholders

#### **Other Duties**

- Collaborate on program development and evaluation efforts in the community.
- Participate in all activities of the Partnership that include, but are not limited to board meetings, committee meetings, contract reviews, events sponsored by the agency, and trainings and conferences deemed important to the function of the job.
- Represent the Partnership to the community through participation in events, and in collaborative workgroups, as needed positively and appropriately.

- Acquire national child passenger safety technician certification and maintain an active status to assist with Safe Kids
- Assist with annual Barn Blast fundraiser and other community events as directed
- Any other projects, tasks, or assignments considered necessary for the well-being of the agency as assigned by the Executive Director.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Specific Requirements:**

1) Education and/or Experience: Bachelor’s degree in Early Childhood Education, Child Development, Social Work, Public Health, or related field from a college or university preferred; and two (2) years related experience and/or training in child care, social work environment, or equivalent combination of education and experience.

2) Experience with the evaluation of human service programs and community assessment processes. Ability to research and collate existing data from a variety of sources, aggregate and analyze data, create Excel workbooks or tables in Word to track or present data.

3) Understanding of current theory and best practice for child care, and work with families and children birth to five in the areas of parent education, family literacy, health, and early intervention.

4) Ability to build comfortable working relationships with funded programs, community members, volunteers, and other professionals.

5) Strong organizational skills; ability to create and monitor project tasks and timelines.

6) Excellent oral and written communication skills. Ability to write reports and proposals, and to effectively present information to management officials, public or community groups, and/or directors.

7) Computer skills that include word processing, spreadsheet, and graphics skills.

8) Ability to read, analyze, and interpret financial reports and legal documents.

**Certifications, Licenses:** Valid driver’s license.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, speak, hear, stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**Work Environments:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **EQUAL OPPORTUNITY EMPLOYER**

To apply, please submit a cover letter, resume, and salary requirements by Friday, May 28, 2021, to Caroline Goins at [caroline.goins@ansonchildren.org](mailto:caroline.goins@ansonchildren.org). No inquiries via social media or phone, please.