

Teller/Park Early Childhood Council

Job Title: TPECC Council Coordinator

Position Overview: Responsible for operation of the Park and Teller Early Childhood Council including: grant writing to ensure continued funding, ensuring that all legal requirements of operation are met according to the grant (ie. goals, budget, timelines, etc.)

- 20-25 hours per week (depending on budget), \$18-21 per hour based on experience and/or education
- Bachelors degree preferred
- Report to fiscal agent and TPECC Executive Committee

Essential Job Functions:

- Experience in profit or nonprofit management, understanding of systems and organizational issues as related to the field, resource development and fiscal management skills
- Experience with grant writing, research and application of other funding sources
- Related budget experience in managing programmatic and operational budgets
- Experience with or training in early childhood programming or related field
- Excellent organization, facilitation, written, verbal and social interaction and communication skills
- Ability to professionally and effectively build cooperative and diverse relationships in a culturally sensitive manner
- The ability to represent the council and fiscal agent positively and professionally
- Ability to network with community resources
- Experience with managing multiple tasks and activities simultaneously
- Willingness to work as a team member
- Willingness to travel as needed; reliable transportation
- Proficiency with office and computer skills (ie email, power point, excel, data collections) and office equipment (fax, copier, printer, etc)
- Ability to self manage, set priorities and work independently

Responsibilities:

- Develop and maintain council membership
- Coordinate details and documents for monthly TPECC meetings
- Manage task group activities
- Attend and actively participate at statewide meetings and trainings
- Responsible for communications with state liaison and staff
- Coordinate and implement the strategic planning process
- Fiscal management of grants including managing the budget in coordination with the fiscal agent and grantors
- Expand current resources through grants and other sources
- Act as liaison between local council and state systems team
- Seek out and distribute information to the Council
- Develop awareness and connections with area community partners and providers

