



Location/Organization: Supporting Families Together Association- Madison, WI

Purpose: Our purpose is to optimize the developmental window of opportunity that early childhood presents for building a strong foundation for life.

Mission: We cultivate a system of organizations and professionals across Wisconsin to promote quality, strengths-based, early childhood services in all communities.

Vision: In every Wisconsin community, all children have the opportunity to reach their highest potential and all adults embrace their role and responsibility to children.

Values: Our strong and responsive relationships are vital. Our work mirrors our passion. Curiosity inspires our innovation and growth. We believe true wisdom means lifelong learning.

Position – Early Childhood Initiatives Program Coordinator

100% FTE-

Reports to Early Childhood Initiatives Manager

Under the general supervision of the Program Manager, the **Program Coordinator** is responsible for successful program design, implementation, and execution. The Program Coordinator will lead multiple programs internally and statewide level, including the Partner Up! Grant, Child Care Expulsion prevention, Child Health Impacts, professional development related, and SFTA's early childhood program initiatives. The Program Coordinator will work with SFTA staff and Child Care Resource and Referral Agencies (CCR&R) across the state to advance programming for our CCR&R Members, funders, and stakeholders.

Primary Responsibilities

1. Partner Up! grant program (40%)
2. Collaborate and support Business-Child Care Advocates (BCCA(s)) to conduct outreach for the Partner Up! grant program to Essential Businesses, connect Essential Businesses and regulated child care providers, and provide technical assistance to Essential Businesses interested in supporting their Employees with access to high-quality child care.
3. Payments: Optimize and oversee payment processes by establishing relationships, monitoring agreements and performance, and evaluating services.
4. Invoicing: Manage sound financial processes to recoup expenditures from contracted employers and funder on a monthly basis.
5. Customer Service: Act as a liaison with CCR&R Staff, essential employers, and providers to increase positive customer experiences related to Partner Up!
6. Internal Control: Regularly audit documentation against program policy to ensure consistency. Manage Accounts payable and accounts receivable. Accurately utilize the YoungStar Case Management System and Salesforce for recordkeeping.

7. Staff Supervision: Provide guidance to staff regarding policies and procedures. Supervise Partner Up! processes. Hire and train new staff as needed. Direct the daily activities of the program. Evaluate and improve the performance of staff in the Partner Up! Team
 8. Training: In collaboration with CCR&R leadership, offer support and training to Business-Child Care Advocates who are located throughout the state at
 9. Meeting: Leadership at PartnerUP! Gant related meeting at state and local levels.
- Expulsion Prevention and Child Health impacts (30%)
 1. Lead the Wisconsin Partnership Project - Behavior Help: Preventing Early Expulsion program
 2. Interface with funder, academic researchers, partners, state government and other stakeholders to ensure the success of the Preventing Expulsion grant
 3. Initiate and implement strategies to scale the Preventing Expulsion work beyond the current geographic limits if the WPP grant - to the rest of Wisconsin communities
 4. Initiate and implement medium and long-term strategies to sustain the work beyond the time limit of the WPP grant
 5. Participate in Obesity Prevention Policy efforts that translate into improving health outcomes for Wisconsin children. Including seeking out new funding and programming opportunities.
 - Professional Development (20%)
 1. Provide CCR&R staff with professional development opportunities to develop skills regarding specific knowledge content and adult learner techniques.
 2. Support trainers and technical consultants in developing expertise in training and technical assistance content and meeting fidelity standards when delivering content to child care providers.
 3. Support multiple pathways to professional development, such as community-based training, credit-based instruction, and competency-based training.
 4. Support training delivery by developing, implementing, and maintaining systems to prepare, coordinate, and deliver training materials in advance and assist trainers in coordinating logistics.
 5. Collaboration with QA team to ensure a collaborative approach to supporting the growth of technical consultants and trainers.
 - Program Management (10%)
 1. Monitor contract deliverables for contracts for all subcontractors.
 2. In collaboration with the executive team, prepare quarterly, and annual, reports for program funder(s).
 3. Implement strategies of quality assurance practices.
 4. Engage in assessing the needs of the agency and setting work priorities that support the mission and vision.
 5. Identify and pursue opportunities that would benefit and support the agency.
 6. Support agency acquisition of contracts through grant writing and delivery of those contracts through development of work plans.

- General
 1. Actively participate in monthly staff meetings.
 2. Support agency mission, vision, strategic aims and action teams.
 3. Contribute to SFTA publications, resources and campaigns
 4. Other duties as assigned.

Key Qualifications

1. Minimum of a bachelor's degree in early childhood education or a related field..
2. Eligible for a Registry Career Level of 14, and Tier 3 Level Trainer and Technical Assistance Professional endorsements, current member of The Registry highly encouraged.
3. A minimum of 2 years' experience mentoring or coaching others, or supporting the education, or development, of adults preferred.
4. Experience supervising staff, using reflective supervision techniques.
5. Experience in project management and/or the nonprofit sector preferred.
6. Skill in working with multi-disciplinary/multi-system teams.
7. Skill in providing training and technical assistance to a variety of early care and education programs including but not limited to group, family, certified, licensed, Head Start/ Early Head Start/ Tribal Head Start, 4-K, school-age, and day camp.
8. Advanced knowledge of current scientific, research-based early care and education concepts, theories, principles, and practices.
9. Excellent communication skills, both verbal and written. Bilingual capacities highly valued.
10. Excellent interpersonal skills, including the ability to show discretion and judgment in working with various stakeholders and act in the best interest of the organization and its members.
11. Ability to work with direction and work independently, as appropriate.
12. Self-starter with a strong work ethic, great attention to detail and excellent follow through.
13. Ability to manage and prioritize competing demands to meet shifting timelines and priorities in a team-based, collaborative environment.
14. Proficient in Microsoft programs, basic office technology, and ability to learn other software tools.
15. Comfortable in a highly productive, fast-paced, multi-project office environment.
16. Ability to lift 40 pounds and sit for 6 to 8 hours.
17. Must possess a valid Wisconsin Driver's License and have the ability to travel and stay overnight and work some evenings and/or weekends.
18. Maintain confidentiality and respectfulness regarding all entities involved.

Compensation

- Depending on experience, annual salary ranges at \$55,000-\$60,000 (1.0 FTE)
- Generous time off policy & Benefits available
- This position is contingent upon grant funding

SFTA is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.