



**Job Title:** Program Assistant  
**FLSA Status:** Part-Time; Non-Exempt, Hourly  
**Reports to:** Program Manager  
**Salary Range:** \$15.00-\$19.00/hour

### **Denver's Early Childhood Council**

**Mission-** Denver's Early Childhood Council elevates the early childhood field through innovative and inclusive leadership, services, and solutions.

**Vision-** Denver is a community where the diverse needs of all young children and their families are supported. Please visit us at [www.DenverEarlyChildhood.org](http://www.DenverEarlyChildhood.org) to learn more about our work. Our team culture and shared values are centered on being supportive, adaptable, and providing opportunities for professional growth both internally and for the early childhood professionals we serve.

### **Job Summary**

The Program Assistant works closely with the Program Manager, external ECE professionals and other council staff to provide oversight and support achievement award work specific to the contract for quality improvement administration with the Denver Preschool Program. The Program Assistant will also assist other Council staff in implementing the mission and vision of the Council.

### **Knowledge, Skills, and Abilities**

#### **Required**

- High School diploma or GED equivalent.
- Excellent verbal and written skills including email and telephone communications.
- Extremely well-organized and can multi-task and prioritize multiple deadlines.
- Ability to work with minimal supervision at high level of effort.
- Ability to multi-task and prioritize multiple deadlines.
- Ability to work effectively with internal and external groups and individuals representing a variety of needs, abilities, socioeconomic backgrounds, educational and early childhood philosophies.
- Effective problem-solving skills, including demonstrated skills in successful conflict resolution.
- Working knowledge of the Microsoft Office Suite with a mastery of Microsoft Excel.
- Ability to take initiative and anticipate program support.
- Ability to work within a typical work-week schedule with flexible days/hours.
- Actively participate in staff and team meetings and other professional development opportunities.

#### **Preferred**

- Higher Education in a related field is preferred.
- Additional software proficiency a plus, especially SugarCRM or similar Customer Relations Management databases.
- Knowledge of the Denver Preschool Program.
- Experience working in Customer Relations Management databases.
- Knowledge or experience in early childhood education, early childhood development, non-profit and/or financial management.

Approved 10/3/19

Updated 12/18/19, 10/4/21



- Bi-Lingual proficiency in English and Spanish.
- Prior knowledge and experience in event planning.

## **Duties & Job Functions**

### **Achievement Award Coordination**

- Provide overall achievement award coordination specific to the contract for quality improvement administration with the Denver Preschool Program including:
  - Tracking and monitoring achievement award payment forms
  - Overseeing achievement award quality assurance and service effectiveness and recommending changes.
  - Assisting in the development of methods to increase both program and service delivery effectiveness and efficiency as necessary, related to achievement awards.
- Communicating with ECE professionals regarding the receipt of their forms and addressing any discrepancies with them.
- Processing paperwork, compiling documentation, checking accuracy and completeness.
- Entering Data in management system to provide information for monthly reporting.
- Managing achievement award inbox including but not limited to, insuring proper follow up for requests and status communication with ECE professionals.
- Remain the point of contact and maintain timely communication with all ECE professionals, partners and funders as it relates to their achievement award inquiries.
- Ensure data field forms and reports are properly completed and checked for accuracy within the system.
- Monitor input and completion of the achievement award workflow between ECE Professionals, Council and the Denver Preschool Program.

### **Additional Responsibilities**

- Manage the successful planning and execution of DPP Provider Agreements and renewal process with DPP Programs, including the tracking of agreements through developed reports, the transmission/storage of fully executed copies and documents in the database system.
- Provide additional support to the Program Manager as it relates to the annual DPP renewal process. Duties may include but not limited to:
  - Ensuring complete and accurate application receipt.
  - Requesting back-up documentation.
  - Following up with EC professional/programs to obtain missing information.
  - Reviewing and filing official documents pertaining to the application process.
- Provide general office support to the Program Manager including but not limited to:
  - Scanning, uploading and maintaining accurate digital files on SharePoint
  - Matching and verifying information regarding open invoices and purchased items.
- Other duties as assigned.

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### **Compensation**

The Council strives to provide competitive compensation including employer-paid health, dental, life, and disability insurance for qualified employees. Salary is dependent on experience and based on industry standards. As a nonprofit, each Council position is dependent on available grant funding.

**Physical/Environmental Characteristics:** This position will require approximately 12-15 hours per week. This is a “remote-based” position and requires a “home” office outside of the headquarter office for Denver’s Early Childhood Council. This location must be a professional environment and conducive to effectively complete your tasks and responsibilities including but not limited to having a reliable internet connection. This position will be required to occasionally visit the Council office and/or other locations around the Denver area for work-related functions. These visit(s) will be predetermined with as much advanced notice as possible to allow for travel time and other arrangements. Such meetings will be scheduled on Mountain Standard Time and this position must tailor their working time in accordance with MST zone.

Essential duties will sometimes require the use of a personal vehicle. Work on evenings or weekends may occasionally be required due to events/meetings held by Denver’s Early Childhood Council or partner organizations. This position will occasionally be required to lift up to 25lbs and remain seated for a prolonged period of time during the workday.

### **Application Process**

Qualified candidates should submit resume, cover letter, and three references to [resumes@denverearlychildhood.org](mailto:resumes@denverearlychildhood.org).

### **Equal Opportunity Employer**

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions are based on job-related factors. All qualified candidates are encouraged to apply.

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