

Job Description Project Coordinator

Position Title: Project Coordinator

Reports To: Project Manager

Classification: Contract

Position Summary:

Under the supervision of the Project Manager, the Project Coordinator is responsible for the coordination and delivery of the Child Care Accelerator Institute (CCAI) project. Responsibilities include: recruitment of child care centers to participate in each year of the project, guidance to project participants, to include and not be limited to technical assistance, consultations, assessments, and proposal editing. Project Coordinator will be required to attend events of the project to include: project orientation, grant-writing workshop, budget workshop, and training on assessment instruments. Project Coordinator will provide updates to CCAI on a monthly basis and attend CCAI meetings.

Primary Responsibilities:

1. Recruit, engage and support child care centers and participating staff to engage in CCAI project
2. Manage all day-to-day functions and coordination with the participating centers and their staff; serve as point of contact for center staff
3. Maintain all project data and documentation
4. Compile and submit accurate reports in a timely manner and in compliance with project stipulations

Qualifications:

1. Bachelor's or Master's degree in Child Development, Early Childhood Education, or Human Development and Family Studies with a concentration in Child Development
2. Minimum: three years' supervision/management experience and three years' experience working directly with children and families
3. Prefer: Project and program planning and management experience and experience with children ages birth through age 13 including children with special needs, families and adult learners
4. Knowledge of training techniques for adult learners and the different types of child care programs and the staff who work in them
5. Excellent interpersonal communication and organizational skills
6. Working knowledge of Alabama Child Care Licensing Requirements
7. Proficient in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook, Access)