



JOB TITLE: Program Coordinator
DEPARTMENT: Program and Evaluation
REPORT TO: Director of Early Childhood Systems
SALARY RANGE: low-mid 40's
HOURS: Full-time, 40 hours per week
POSTED: January 18, 2017
DEADLINE: Open until filled

JOB PURPOSE AND OVERVIEW

Durham's Partnership for Children (the Partnership) seeks to fill **two** vacancies for experienced Program Coordinators dedicated to ensuring that children in Durham enter school ready to succeed. Each Program Coordinator will work with community agencies and direct service providers to monitor and provide technical assistance to ensure compliance with the North Carolina Partnership for Children, Durham's Partnership for Children, federal, state, and local policies and guidelines. These positions provide oversight of the implementation of Smart Start funded programs and coordinate the evaluation of program effectiveness for all Partnership programs.

The Program Coordinator plans, coordinates, and implements county-wide activities to support child development and school readiness with a designated focus area; collaborates with multiple community partners including pre-k, Early Head Start, and Durham Public Schools; supports Smart Start-funded programs through monitoring, technical assistance, and training; works closely with an effective, creative, and professional team that balances broad early childhood vision with detailed school readiness program oversight.

Requirements:

Master's degree in early childhood, social work, education, public policy, or related field; minimum 5 years' experience and training in an early childhood environment. The successful candidates will be highly organized and strong communicators with computer proficiency, excellent interpersonal skills, and evidence of successful data-driven program implementation. Annual compensation is in the low-mid 40's with competitive benefits allowance and 401(k). Please submit a cover letter and resume in one PDF document to mail@dpfc.net, with PROGRAM COORDINATOR in the subject line.

1201 S. Briggs Avenue, Suite 210, Durham, NC 27703

Phone: 919-403-6960, Fax: 919-403-6963

www.dpfc.net