

## Job Description

### Durham's Partnership for Children

<b>Job Title:</b> Program Coordinator (DELTA, Smart Start)	<b>Reports To:</b> Director of Early Childhood Systems
<b>Classification:</b>	<b>Department:</b> Program & Evaluation
<b>Effective Date:</b> January, 2017	<b>Salary Grade:</b>

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#### Job Statement:

The Program Coordinator works with community agencies and Direct Service Providers (DSPs) to monitor and provide technical assistance to ensure compliance with North Carolina Partnership for Children (NCPC), Durham's Partnership for Children (Partnership), federal, state and local policies and guidelines. This position provides oversight in the implementation of Smart Start funded programs and coordinates the evaluation of program effectiveness for all Partnership programs.

#### Duties include, but are not limited to:

##### Smart Start Program Coordination

- Planning and development of programs and other strategies to achieve the Partnership's goals for families and young children, including: Program needs/resource assessments, identification of best practices and program models, development of strategies to address identified needs, oversight or assistance with implementation of strategies, and ongoing quality improvement.
- Lead monitoring and evaluation of Smart Start funded activities in accordance with NCPC requirements. Conduct monitoring visits and write monitoring reports. Work with partners to create logic models, create/update reporting forms annually, review reports, and follow up on any issues.
- Provide technical assistance and training to funded agencies; provide guidance on implementing evidence-based programs with model fidelity, develop action plans, and provide resources and professional development opportunities.
- Participate in Allocations process for Smart Start funding, including attending Allocations Committee meetings and reviewing funding proposals. Provide committee with information about community needs and program performance to guide decision-making process.
- Serve as primary contact with NCPC and ensure that all program records and activities are in compliance with requirements of NCPC and the state auditor. Attend meetings/webinars offered by NCPC staff, complete annual submission of activities and update contract activity descriptions as needed, submit quarterly counts and outcome data, and maintain documentation of evidence-based/evidence-informed programming.
- Facilitate Smart Start team meetings.

##### United Way (DELTA) Grant Coordination

- Oversee programmatic accountability and coordinate service delivery through facilitating regular partner meetings.
- Coordinate qualitative and quantitative evaluation needs, including contracting with an external evaluation consultant.

- Implement data collection, analysis, and reporting as required by the funder.
- Offer internal and external communication and reporting to partners, community, funders, and stakeholders.

#### Other Duties

- Collaborate on program development and evaluation efforts in the community.
- Participate in all activities of the Partnership that include, but are not limited to: Board meetings, committee meetings, contract reviews, events sponsored by the agency, and trainings and conferences deemed important to the function of the job.
- Represent the Partnership to the community through participation in events, and in collaborative work groups as needed in a positive and appropriate manner.
- Any other projects, tasks, or assignments considered necessary for the well-being of the agency.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### Specific Requirements:

- 1) Education and/or Experience: Master's degree in Early Childhood Education, Child Development, Social Work, Public Health, or related field from a college or university preferred; and five (5) years related experience and/or training in child care, social work environment, or equivalent combination of education and experience.
- 2) Experience with evaluation of human service programs and community assessment processes. Ability to research and collate existing data from a variety of sources, aggregate and analyze data, create Excel workbooks or tables in Word to track or present data.
- 3) Understanding of current theory and best practice for child care, and for work with families and children birth to five in the areas of parent education, family literacy, health, and early intervention.
- 4) Knowledge of health and human services agencies in Durham County is highly desirable.
- 5) Ability to build comfortable working relationships with funded programs, community members, volunteers, and other professionals.
- 6) Strong organizational skills; ability to create and monitor project tasks and timelines.
- 7) Excellent oral and written communication skills. Ability to write reports and proposals, and to effectively present information to management officials, public or community groups, and/or directors.
- 8) Computer skills that include word processing, spreadsheet and graphics skills.
- 9) Ability to read, analyze, and interpret financial reports and legal documents.
- 10) Desirable, but not mandatory: ability to understand both written and spoken Spanish in order to monitor programs and data collection tools that exist only in Spanish.

**Certifications, Licenses:** Valid driver's license.

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, speak, and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environments:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An individual in this position will be exposed to conditions typical of traveling office staff.

**Updated: January, 2017**