Position Summary: To assist the Executive Director with the administration and implementation of the Caswell County Partnership for Children (CCPFC) services, with a concentration on NC Pre-K, Early Care and Education Professional Development and Literacy Programs. This individual will be expected to perform in a fast paced, changing work environment while handling multiple tasks.

Essential Duties and Responsibilities:

- Perform advanced level administrative and program support duties to assist the Executive Director.
- Perform administrative duties including assisting callers and/or visitors to the office, answering multi-line telephone system, taking & routing messages, processing mail, filing, copying, scanning, faxing, and scheduling appointments and meetings. Responsible for outgoing mail. Promptly identify needs of callers and visitors to refer consumer to the appropriate staff for assistance.
- Maintain phone system by setting up and changing voice mails and greetings to communicate current staff contact information and operating schedule.
- Review fiscal policies and procedures manuals regularly to ensure that the manuals reflect detailed instructions for each procedure performed for accounting and contracting functions. Provide draft revisions in order to keep manuals current.
- Order and/or purchase office and program supplies, materials, and equipment, and maintain inventory.
- Maintain office equipment and service contracts.
- Provide support to the Executive Director with board and committee meetings as assigned, including, but not limited to, coordinating meeting arrangements, purchasing refreshments, distributing communication regarding meetings, assembling meeting materials, and recording minutes.
- Provide input into the development of budgets. Assist in tracking and monitoring budget expenditures.
- Assist with the development and implementation of cost allocation plans.
- Process and code POs, accounts payable and receivable, journal entries, and all other financial transactions.
- Prepare and transmit check requests, deposits, journal entries and other financial transactions to MAC accountant per the agreed upon scheduled.
- Receive return package from MAC Accountant, verify each check, obtain appropriate signatures, mail checks and maintain vendor files.
- Maintain master fixed asset log and track monthly additions and disposals.
- Identify records to be disposed of following the Records Retention Schedule.
- Coordinate moving older files and records to the offsite storage location.
- Maintain charge account and credit card records and complete monthly reconciliations.
- Collect, verify, and report Smart Start program match. Maintain databases of CCPFC donor information such as volunteer hours, cash, and in-kind contributions.
- Assist with the preparation of annual financial reports including the fiscal year closeout and audit package.
- Post and submit notices of all public meetings following the Open Meetings Law.
- Maintain and publish a calendar of CCPFC activities and events.
- Participate in CCPFC’s marketing plan. Activities include assisting with the coordination of CCPFC events, participating in community events and providing news and information for news articles, e-newsletters, and Facebook and website posts.
- Maintain CCPFC website.
- Maintain CCPFC’s data on external websites, including NCCARE360 and NC 2-1-1.
- Obtain competitive bids for administrative services and program materials. Coordinate and manage the schedule for obtaining bids to ensure continuous service delivery.
- Assist with developing and coordinating Request for Proposals/Applications.
- Maintain tracking system for participant incentives.
- Generate and maintain contracts for service providers and in-house service activities. Prepare contract amendments and revisions as needed and requested.
- Develop and maintain reporting schedules for service providers and in-house service activities.
- Assist with monitoring contract compliance for reporting responsibilities and contract budgets for service providers and in-house activities. Receive contractor invoices and ensure invoices are complete and align with the scope of services. Provide regular updates regarding noncompliance issues and expenditures that are significantly under or over budget.
- Assist in fund development.
- Complete the annual State Employees Combined Campaign application.
- Enter contract budgets, amendments and revisions and annual planning information in the North Carolina Partnership for Children contracting system.
- Support the Smart Start monitoring process to include responsibilities such as preparing and updating monitoring schedules and providing reports.
- Develop and maintain annual child care training calendar. Provide trainings for child care providers. Manage registration for trainings.
- Provide support for child care center/home start-up endeavors.
- Assist with maintaining the Resource Lending Library. Serve as backup for assisting users.
- Review, verify and log in Smart Start Professional Development Incentives applications. Complete application verification checklist. Obtain missing and incomplete information. Complete follow-up employment confirmations. Assist with information sessions and outreach.
- Provide implementer trainings and conduct site visits for the Raising A Reader Program. Serve as backup to address and support implementers’ needs and requests.
- Assist with recruitment efforts for the Dolly Parton’s Imagination Library. Serve as backup for addressing parent questions and requests.
- Identify and recruit Reach Out and Read sites (medical practices).
- Develop and distribute an annual Memorandum of Agreement, site forms and reporting schedule to approved Reach Out and Read sites.
- Work with Reach Out and Read sites to support active participation, collect data, and promote model fidelity.
- Serve as a technical assistance resource, offering guidance and help implementing the program model.
- Select, order and maintain inventory of culturally- and developmentally appropriate new children’s books for the Reach Out and Read program. Deliver books to sites and work with sites to manage inventory and distribution.
- Manage Reach Out and Read reporting responsibilities required by ROR Carolinas and the North Carolina Partnership Children.
- Serve as a liaison with ROR Carolinas staff. Coordinate site visit meetings with ROR Carolinas and the sites; attend these meetings as needed.
- Ensure that the required number of participating Reach Out and Read providers complete the Reach Out and Read online training. As new providers join the practice, work with the clinic site coordinator to be sure each new hire takes the online training course in a timely manner.
- Work with Reach Out and Read sites to develop, maintain, and restock a literacy-rich environment, including posters, gently used books, and/or community resource materials/local support information.
- Provide information on community literacy and educational opportunities to Reach Out and Read sites, including information from libraries, community colleges, Imagination Library, or other Smart Start programs as appropriate.
• Provide other coordination and support for the Reach Out and Read Program following the program model and the Memorandum of Agreement.
• Assist in the coordination of NC Pre-K registration/enrollment efforts.
• Process NC Pre-K applications ensuring that applications are complete and required documentation is attached. Determine eligibility for program participants.
• Maintain roster of NC Pre-K applications and placements.
• Assist in managing the NC Pre-K databases and reporting systems.
• Coordinate the monitoring of the NC Pre-K sites. Prepare and update monitoring schedules, notify sites of dates, and share areas of review and monitoring tool(s), perform onsite monitoring, and prepare draft reports according to contract monitoring policy and in compliance with funder requirements.
• Assist in data collection and participate in CCPFC’s process for evaluation of services. Develop and maintain tools such as databases and spreadsheets to track outputs and outcomes.
• Complete other grant specific reports and requirements and work to achieve program outputs and outcomes.
• Develop and maintain organized, detailed and accurate files and records.
• Assist in developing forms and procedures as needed.
• Complete reports, including summary reports, and maintain supporting documentation and/or records.
• Maintain strict confidentiality in all matters pertaining to CCPFC management and operations.
• Participate in local and state meetings and forums as appropriate and requested.
• Keep the Executive Director informed on all relevant operations, issues, and needs.
• Assist in data collection and participate in CCPFC’s process for evaluation of services. Develop and maintain tools such as databases and spreadsheets to track outputs and outcomes.
• Complete other grant specific reports and requirements and work to achieve program outputs and outcomes.

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, skill, and/or ability required.

Education and/or Experience: Bachelor’s Degree in Early Childhood Education or related human service field from a college or university, and minimum of two (2) years related work experience in early childhood education or related field, with progressive responsibilities; OR Associate’s degree in Early Childhood Education or a related human service field, and a minimum of five (5) years work experience in early childhood education, with progressive responsibilities; OR equivalent combination of education and experience.

Knowledge and Abilities:
• Ability to present information clearly in writing and orally.
• Ability to identify and address the needs of the Executive Director and perform support related tasks to ensure CCPFC’s workflow runs smoothly.
• Excellent organizational skills with an ability to think proactively.
• Excellent time management skills.
• Comfortable in a fast-paced environment with multiple tasks and projects.
• Experience in being part of a team.
• Ability to communicate and work effectively with diverse groups.
• Experience teaching and/or training adults preferred.
• Familiarity with evidence-based/informed services for children and families.
• Knowledge of current NC Child Care Licensure Rules & Regulations.
• Ability to prioritize and manage multiple tasks requiring follow-up and timely completion of all projects and responsibilities.
• Ability to think and work organizationally.
• Ability to think strategically.
• Ability to adapt to and support a changing work environment and new demands.
• Ability to handle confidential information in a professional manner.
• Knowledge of professional document formats, and proper use of English composition, spelling, and punctuation for correspondence and reports.
• Experience with fund accounting, cost allocation, budgeting, grants management, and monitoring and the auditing process.

**Computer Skills:** Proficiency in word processing, spreadsheet, and database skills. Ability to perform special software applications including mail merge, tables, and charts. Ability to effectively and efficiently use email and Internet applications. Ability to create finished documents that are accurate and professional in appearance.

**Language and Communication Skills:** Strong oral and written communications skills in order to effectively communicate through correspondence and presentations.

**Position Type/Expected Hours of Work:** This is a full-time, non-exempt position, and hours of work and days are Monday through Friday, 8 am to 5 pm. Occasional evening and weekend work may be required as job duties demand.

**Travel:** Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

**Funding for this position is contingent upon continued grant funding availability**

**How to Apply:** Send a one page letter of interest with a resume and contact information for three Professional/Business/Supervisory references (name, phone number and email address) to:
Caswell County Partnership for Children
PO Box 664
Yanceyville, NC 27379

Or email the same information to ccp4child@esinc.net.

Review of resumes will begin May 18, 2020 and will continue until position is filled.