

POSITION DESCRIPTION

NAME: JOB TITLE:

Planning and Development Coordinator Specialist

DEPARTMENT:

Program Design & Management

FLSA STATUS: Non-Exempt PAGE: 1

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OVERALL PURPOSE OF JOB:

This position is responsible to support the Head Start program, CABC through the completion of special projects related to funding, public relations, internal operations, community assessment and quality improvement.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail and voicemail daily
 and use basic word processing and company management systems. (i.e. Child Plus) to create written
 communication.
- Refrains from divulging confidential information regarding students, families or employees.
- Prepares legible documentation.
- · Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner including on social media.

2. CUSTOMER SERVICE

PERFORMANCE MEASURES.

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- · Recognizes the successes of staff and clients.
- Responds to internal and external customer service inquiries in a timely manner.

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and the Head Start service plan Head Start Program Performance Standards.
- Represents agency in a professional manner when attending any agency program or event.

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- · Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- Follows all policies and procedures in Employee Handbook.
- Follows Recognizing Child Abuse and Mandated Reporter procedures.

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively
 work together with other team members.
- Demonstrates flexibility and adaptability to change.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

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POSITION DESCRIPTION

NAME: FLSA STATUS: Non-Exempt

JOB TITLE: Planning and Development DEPARTMENT: PAGE: 2

Coordinator Specialist Program Design

& Management

PERFORMANCE MEASURES:

 Openly communicates necessary information with accuracy in a timely manner. Check e-mail daily and use basic word processing to create written communication.

- · Refrains from divulging confidential information.
- · Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner.

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- · Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and the Head Start service plan.

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES.

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively
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JOB TITLE:

Planning and Development Coordinator Specialist

DEPARTMENT: Program Design & Management

FLSA STATUS: Non-Exempt PAGE: 3

ESSENTIAL FUNCTIONS (other duties may be assigned)

Obtain, Assist in the submission of federal, state and miscellaneous grant funding to support the delivery of existing and new programs.

PERFORMANCE MEASURES:

- Identify at least two potential new grant opportunities per year.
- Prepare grants in coordination with Director and management team in accordance with guidelines including submission deadlines.
- Assist in the coordination for submission of all program grants.
- Annually determine grant/funding needs of each Management Team member.
- 2. Project Support a positive public image for the organization CABC through a variety of public relations opportunities and serve as the Agency's public relations representative.
 - **PERFORMANCE MEASURES:** Develop annual marketing calendar for the program and submit to Executive Director for approval by March 1 of each year.
 - Leverage community events calendar as appropriate to communicate CABC activity.
 - Prepare the Agency's Annual report to the public viewing by February 1 June 30 of each year.
 - Assist with agency flyers and brochures for marketing and recruitment, in Januarybetween January-March of each year and update as appropriate.
 - Submit at least 5 press releases to local media per program year. Submit weekly press releases to local media and/or social media posts to promote agency activity.
 - Manage the organization's Facebook pages by reviewing content and posting relevant program and recruitment information for the promotion of the program.
 - Serve as contact point for advertisement / public relations opportunities for the program.
- 3. Coordinate the development of the CABC 5-year Goal Plan,
 - Work with management team in the development of the 5-year Goal Plan.
 - Monitor and update the 5-year Goal Plan with HS management and the Quality Assurance & Planning Team quarterly.
- Co-Coordinate self assessment process on an annual basis.

Manage Chair Head Start's the program's Quality Assurance & Planning System Team and the PERFORMANCE MEASURES:

- Chair Quality Assurance & Planning System meetings.
- Self-assessment teams assigned by December 1 of each year. Self assessment teams assigned by December 1 of each year.
 - Through consultation with the HS Director, planPlan the agenda for and conduct, conduct and chair Planning & Analysis Meetings to be held at least three times quarterly, per program year,
 - Ensure on-going Self. Assessment activities occur as indicated in the Quality Assurance & Planning procedure and ensure Self-Assessment final report is completed at least once per year.
 - Ensure regular monitoring and revision of the programs 5-year Goal Plan through Planning & Analysis Meetings and through consultation with Director and management team.
 - Arrain Inform and obtain approval from Policy Council and Board of Directors members on Quality Assurance & Planning Self-Assessment process, activities and tool on Quality Assurance & Planning /Self Assessment process, activities, and tool by January 31st of quarterly. each year.
 - Train all staff on Self-Assessment process by January 31st of each year, Train all staff on Self Assessment process by January 31st of each year.

 - Complete self-assessment by March 31 of each year.

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POSITION DESCRIPTION

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		Technical Assistance Plan.					Formatted		
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f • ;	Work with HS Management Team and Fiscal to complete new T&TA Plan to be submitted annually with the HS federal grant. Review Monitor and update T&TA Plan with HS Management Team and PAM on a quarterly schedule, and as needed, throughout the program year.						since Terry has come on board and we have taken a team approach to the T&TA Plan, I've worked with her and the HS Management team to ensure the plan's completion and submission with the federal grant.		
		bute various Manage survey	s and report results.			\mathcal{A}	Formatted: Font: Arial		
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• (Co-coordinate with	Staff Development Coordinator	and Management Team to	conduct a staff survey	annually at	_ }			
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POSITION DESCRIPTION

DEPARTMENT:

FLSA STATUS: Non-Exempt

PAGE: 5

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NAME:

JOB TITLE: Planning and Development Coordinator Specialist

Program Design

Serve as point of contact for agency's public website needs i.e. troubleshooting, changes, revisions, etc.,

Act as liaison between agency and website vendor as needed.

Provide, update and revise content for agency public website i.e. news, photographs, etc.,

Assist with management of employee website i.e. document management, posts, etc.

Attend required meetings and trainings.

PERFORMANCE MEASURES

- Attend 95% of all meetings.
- Be prepared and participate.

OTHER DUTIES OF JOB

- Assist where needed with written documents.
- 2. Assist with coordination of DST meetings.
- 3. Assist with the Program Planning calendar.
- 4.3. Prepare of PowerPoint presentations as required.
- 5.4. Assist with preparation of various staff training events.
- 6.5. Perform other related duties as required.

SUPERVISION RECEIVED

Supervision is typically received from the Executive Director.

SUPERVISION ADMINISTERED

This position typically does not require the supervision of staff.

QUALIFICATIONS

EDUCATION

- High School Diploma required
- Bachelor Degree in public relations, communications, or marketing related field.

EXPERIENCE AND/OR TRAINING

Experience or knowledge of grant writing and human services required

LICENSES OR CERTIFICATIONS

- Valid Driver's License
- Act 33/34/73 34, 83, 151 Clearances

MENTAL DEMANDS

- Concentration/Attentiveness
- High level of decision-mMaking (major impact on employer)
- High level of record keeping
- Independent judgment and discretion Manage multiple projects/tasks
- Respond to angry/upset individuals
- Read and comprehend instructions/work orders

PHYSICAL DEMANDS

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POSITION DESCRIPTION

NAME:

JOB TITLE:

Planning and Development Coordinator Specialist

DEPARTMENT: & Management

Program Design

FLSA STATUS: Non-Exempt PAGE: 6

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FREQUENTLY INCURRED (25 - 75% time on job)

Bend/Reach, Hear, Lift/Move up to 10 lbs., Operate a Vehicle, See, Sit, Use of Hands to Type or Handle Objects, Walk

PERSONAL PROTECTIVE EQUIPMENT

This position typically does not require the use of personal protective equipment.

WORKING CONDITIONS

This position typically requires work in a normal office environment.

TOOLS AND EQUIPMENT

Use various office equipment, i.e., copier, fax, shredder, printer, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

PROBLEM-SOLVING SKILLS Identify problems, inform others, and provide information to assist with solving the problem.

VERBAL COMMUNICATION SKILLS

- Use verbal skills to communicate with co-workers or customers.
- Use verbal skills to transfer information to groups.
- Use verbal skills to transfer information to large groups and/or influence others.

WRITTEN COMMUNICATION SKILLS

- Complete and maintain documentation/records
- Prepare business documents, elient case notes, technical reports, manuals, articles, financial reports, etc.,
- Review and approve documentation, reports, and records as completed by subordinate staff.

MATH SKILLS

Addition, subtraction, multiplication, division, percentages, ratios

COMPUTER SKILLS

- Database/Contact Management Software
- Desktop publishing
- Internet/E-mail
- Presentation software
- Spreadsheet software
- Word processing software
- ChildPlus,

OTHER CHARACTERISTICS

- Follow established confidentiality policy, safety standards, or applicable regulations
- Knowledge of customer service best practices
- Leadership and supervisory project management skills
- Organizational skills

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

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POSITION DESCRIPTION

NAME: FLSA STATUS: Non-Exempt

JOB TITLE: Planning and Development DEPARTMENT: PAGE: 7

Coordinator_Specialist Program Design

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I have read the above position description and fully understand the requiremen essential functions of the position with or without accommodation. I will perform of my ability.	•
Signature of Employee	Date
Signature of Supervisor/HR Representative	Date

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