



## **JOB DESCRIPTION**

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<b><u>TITLE:</u></b>	Early Education Coordinator
<b><u>CATEGORY/DEPT:</u></b>	Early Education
<b><u>REPORTS TO:</u></b>	Early Education Director
<b><u>REPORTING STAFF:</u></b>	Yes
<b><u>STATUS:</u></b>	Non-Exempt

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### **AGENCY OVERVIEW:**

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, mental health and pediatric health consultations.

### **JOB SUMMARY**

The Early Education (EE) Coordinator provides administrative support to the Early Education Director in service of Allies' comprehensive early education programs; provides general clerical support; supports Agency needs, with a focus on Early Education Center operations; and directly supervises Early Education Center maintenance/facilities team.

### **ESSENTIAL JOB DUTIES**

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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works closely with Early Education Director to support Early Education program needs
- Coordinates supply orders for the Early Education program for office supplies, equipment, and materials
- Solicits vendor bids as needed, providing timely and clear information to Early Education Director
- Acquires, distribute and stores supplies; maintains inventory of general office supplies
- Directly supervises Early Education Center maintenance team
- Ensures timely responses to building/classroom facilities requests
- Creates and continually assesses effectiveness of system to ensure that work orders are completed in a timely and efficient manner
- Performs a variety of clerical tasks including data input, faxing, filing, copying, running errands, assembling and labeling files/binders, form completion and document revision
- Answers, screens and directs incoming calls as needed. Ensures clients calling in reach the appropriate staff member and/or external partner agency to help address their need. Track referral calls if required
- Directs and provide tailored information to visitors and parents as needed
- Assists with organizing events, including but not limited to reserving conference space; creating flyers; printing sign-up sheets and assembling participant packets
- Oversees order and neatness in the work rooms, children's library and other common areas
- Prepares letters and mailings for the Early education program as assigned
- Maintains confidentiality and appropriate boundaries with all families
- Is punctual, present, and professional during work hours

- Supports with the acceptance of enrollment and recruitment applications and forward as appropriate
- Monitors the facility to ensure that it remains safe, secure, and well-maintained
- Maintains inspection logs for fire, alarm and pest control.
- Helps track and complete paperwork required for billing
- Participates in meetings or on committees as assigned
- Conduct monthly supervision with Early Education Center maintenance team
- Assist with general organizational or computer-based projects
- Assist with file review in preparation for audits as needed
- Staff must believe in and act in accordance with both the Agency's and the program's mission statements
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

**QUALIFICATIONS & EDUCATION:**

- High school diploma or equivalent required; AA/BA preferred
- Bilingual in English/Spanish - speaking and in writing required
- Knowledge of administrative and clerical procedures
- Knowledge of computer and relevant software applications
- Knowledge of customer service principles and practices; customer service-oriented
- Pleasant, professional speaking manner on the phone and office experience
- Professional personal presentation
- Ability to effectively organize and plan
- Self-starter; detail oriented
- Dependable and reliable
- Able to thrive in a fast paced environment
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza (can decline)
- Access to reliable transportation required

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***Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday.***

*Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*