

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Early Learning Program Manager

### POSITION SUMMARY:

The Early Learning Program Manager, under the direction of the VP of Quality Improvement and Chief Early Learning Officer, is responsible for providing administrative and logistics support to the Early Learning department; including administrative services to Regional Directors.

### POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Location: Warm Springs Administration Office
- Job Category: Administration
- Reports to: Vice President of Quality Improvement
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Establishes and maintains effective office organizational systems
- Collaborates and communicates with Early Learning staff, including Regional Directors and Center Directors to provide administrative supports for department programs including, but not limited to SEEDS, CSEFEL, ASQ, Learning Genie, and MathShelf
- Support the continuous quality improvement process reflective of each Center's Quality Improvement Plan through the QRIS by acting as a liaison between programs and agencies to facilitate site visits, file reviews, and updating center information on iPinwheel or other online tracking systems
- Support data collection efforts in all Early Learning department program including, but not limited to SEEDS, ASQ, DRDP, and Learning Genie
- Assists with correspondence, data entry, and record keeping of requests made to the Educational Advancement Program
- Support department with maintaining program files and inventory of materials.
- Support and assist with preparation and logistics for training events
- Attends meetings as indicated by supervisor
- Responsible for taking business meeting minutes and disseminating to appropriate staff
- Designated as the first line of communication for Early Learning department, provides accurate information and directs calls to appropriate persons as needed
- Operate and maintain office equipment in a safe manner and calls for service as needed
- Participate in self Professional Development
- Maintain confidentiality of children, families and staff
- Works as a member of the agency team by promoting the Kidango mission and values
- Provide excellent customer service to all staff, clients, and contacts of agency
- Advocate on behalf of all children, families, and staff of agency
- All other duties assigned

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Minimum 2 years Administrative work
- Preferred experience working the field of Child Development and/or Early Childhood
- Minimum AA degree or equivalent
- Experience with Data entry in multiple systems and databases, localized and web-based
- Proficient in Microsoft Suites and Google Drive

- Preferred Bilingual (English/Spanish)
- Experience in eLearning processes and technologies desired
- Ability to accommodate the needs of staff with different levels of experience and education
- Excellent verbal and written communication skills
- Ability to work collaboratively and effectively in a diverse and fast-paced environment
- Ability to maintain confidentiality
- Ability to travel to different sites and to work a flexible schedule which may include evenings and/or weekends

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at [www.Kidango.org/careers/](http://www.Kidango.org/careers/)

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.