

JOB DESCRIPTION SHARED SERVICES PROJECT COORDINATOR

TITLE: SHARED SERVICES PROJECT COORDINATOR

DEPARTMENT: CENTER FOR CHILD CARE CAREERS

REPORTS TO: ASSOCIATE PROGRAM DIRECTOR FOR EDUCATION & PROVIDER SERVICES
DEPARTMENT/POLICY ANALYST

STATUS: HOURLY

Job Overview: The **Shared Services Project Coordinator** will have primary responsibility for implementation of the **Passaic County Shared Services Alliance**. This will include strategy and service development, business operations and resource development. This grant funded initiative will provide high quality business services to child care centers and registered family child care providers. The purpose of the Alliance is to free up directors, providers, and staff from burdensome administrative duties so that they can focus their time on what matters most: children, families and teachers. Potential services to be offered include a substitute pool, professional development trainings, marketing support, data management and reporting, food services and procurement, technology support, human resources compliance, health and other resources.

Essential Duties and Responsibilities:

- Recruit Shared Services ("Alliance") members and establish membership structure
- Advance the development of a governance structure
- Regularly convene Alliance members and Alliance Advisory Committee
- Prepare and distribute quarterly and annual reports on Alliance progress and fiscal expenditures
- Continue to develop, implement and accomplish a one year work-plan adopted and approved by Alliance members
- Research and identify opportunities for savings, program enhancements and win/win collaborations through collective action
- Coordinate professional development training sessions and publish calendar
- Oversee support staff
- Advocate for the growth and sustainability of the Alliance; assist with fund development
- Serve as a spokesperson for the project and manage communications
- Draft a financial plan
- Create and implement a development plan
- Serve as liaison to Alliance members and Alliance Advisory Committee; project consultants and support staff
- Other duties as assigned

Marketing and Communications:

- Develop and implement a communications and marketing strategy
- Conceptualize, design and develop all print materials and collaterals
- Edit all print and electronic materials as needed
- Track communications metrics and assess outcomes
- Assist in coordinating meetings, trainings and information sessions
- Draft and edit media advisories, press releases, program brochures, fact sheets, etc.

- Assist with fund development activities
- Participate in a variety of planning and meeting activities with PFP staff and community stakeholders
- Coordinate promotional campaign activities
- Assist in connecting and attracting interest in new and creative ways
- Assist with all other duties as assigned

Education and Experience Required:

- BA degree in Early Education or related field (MA degree preferred)
- Program Administration Scale Certified or minimum 5 years work experience in management position within an Early Childhood program
- Registered in NJ Workforce Registry

Knowledge and Abilities:

- Ability to effectively communicate with diverse clients and stakeholders
- Business, leadership and management acumen
- Knowledge of the Early Learning field
- Strong math skills and computer proficiency with Microsoft Office and other database systems
- Excellent written and oral communication skills
- Comfortable working in a team environment and capable of managing confidential matters
- Budget development and management
- Organizational assessment competence
- Valid driver's license and reliable vehicle/ or obtaining one within two months time of hire
- Flexible with all assignments
- Entrepreneurial background
- Independent and self-motivated
- Grant writing experience
- Superior communication/presentation skills
- Knowledge of the nonprofit sector
- All activities must be done in synergy with the Education and Provider Services Department
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Physical Tasks:

- Must be able to lift up to 25 lbs
- Must be able to climb stairs

Employee Signature: _____ Date: _____