



## **Job Description**

### **Help Me Grow Program Specialist**

The Early Learning Coalition of Northwest Florida is looking for a highly qualified individual to join our Communications and Community Relations Team in the role of a Help Me Grow Program Specialist. This is a full-time position with benefits. This position is scheduled to end September 2022 but may be extended based on funding.

The Help Me Grow Program Specialist will work on projects directly related to community outreach, as well as in-person and over-the-phone customer service in a 7-county service area. Projects may require program-specific training, event planning and attendance, research, and data tracking. The Help Me Grow Program Specialist will work closely with the Communications and Community Relations Director.

This may be a field position, however, an employee is required to be available to attend in-person meetings and appointments.

Salary will be based on experience.

### **Responsibilities will include:**

- Ensure timely completion of program-specific requirements.
- Deliver excellent internal and external customer service by completing Help Me Grow Florida (HMGF)/resource and referral services in-person and over the phone, as required.
- Ensure all HMGF scope of work requirements are met according to grant requirements.
- Ensure the timely maintenance, coordination, and reporting of resource and referral and child screening information, as required.
- Implement Family and Community Outreach activities that develop associates and partners in the local community, promote HMGF and inform the families and community of the importance of child screening and the role of HMGF.
- Maintain community visibility across the Coalition service area; seeks opportunities to expose the community to the Coalition and Help Me Grow.
- Perform other duties as assigned within the scope of the position

### **Qualifications**

- Minimum of an Associate degree in Early Childhood Education, Child Development, social services, or related field, preferred. Transcripts/diplomas must be provided.
- Two years minimum experience in early childhood education, community outreach, or customer service a plus.
- Outstanding communication skills.
- Experience completing child developmental screenings using the ASQ or similar tool preferred.

### **Competencies**

- Excellent organizational skills
- Manage detail with precision
- Time management: prompt and responsive
- Advanced written, verbal, and interpersonal communication skills

- Manage competing demands and multiple deadlines.
- Problem solver
- Eager to learn
- Handle confidential information with care
- Proficient in Microsoft Office applications
- Ability to learn and implement other technology
- Available to work flexible hours
- Travel locally: must have a valid driver's license and consistent transportation

Job Type: Full-time

Pay: \$35,000.00 - \$45,000.00 per year