**Community Partnership for Children (CPC) POSITION DESCRIPTION**

Under the direction of the Executive Director (ED), the Project Coordinator will be mentored to oversee the overall management and financial functions of all funding sources and projects. Additional responsibilities include overseeing the work of other independent contractors and grants.

The Executive Director (ED) is appointed by the CPC Board of Directors (BOD) and is a non-voting member of the Board. The Project Coordinator will assume all duties of the Executive Director (ED) after completion of training.

**Essential Duties:**

* Coordinates day-to-day operations meet ALL of CPC’s 501c3 yearly requirements,
* Identify emerging needs, trends, and services related to the BOD Strategic Plan and project goals,
* Identify and secure funding, from various local, state, and national sources, for programs and initiates grant writing,
* Oversees and manages awarded grants, including the fulfillment and scope of work, data collection, quarterly reporting, and other grantor requirements,
* Coordinates and works with CPC Executive Committee to coordinate projects and plan meeting agendas
* Coordinates, implements and evaluates operations of specific assigned programs/projects,
* Coordinates and plans agendas, schedules meetings, conducts follow-up activities, communicates verbally and in writing, and plans activities for CPC projects.

Current project is, CPC/LINKS (learning networks for kids) a partnership for all programs serving young children in Grant County:

* Fulfills mission, vision and goals established by partners in the network
* Facilitates all meetings
* Develops yearly MOU agreements, accesses and collects membership fees
* Connects with state organizations such as ECECD, Growing Up New Mexico, and state-wide Coalition
* Oversees personnel files, record keeping, required training, management, and evaluation processes; ensures privacy and security in accordance with state and local regulations,
* Responsible for up-to date financial records, monthly/annual budgets and approval of all spending, invoicing and payments,
* Responsible for staffing and management of office,
* Responsible for hiring and mentorship of new employees/contractors, development of job descriptions, and development/approval of monthly reports and invoices,
* Builds and maintains community relationships by representing CPC/LINKS in the community, region and state,
* Collaborates with local and state agencies/departments to advocate for and plan improvement activities at the state and local levels,
* Performs other duties as assigned by the Board of Directors.

**Skills:**

* Dedication and commitment to the organization’s mission and values,
* Experience and knowledge of Early Childhood Education,
* Experience and knowledge of the Grant County Community, including family and economic needs,
* Excellent communication, organizational, interpersonal and management skills,
* Careful attention to detail; ability to track and rectify any discrepancies, however small.
* Ability to be mentored
* Ability to operate with minimal supervision, with initiative and discretion
* Ability to work with a broad base community population
* Ability to prioritize and meet scheduled timelines to complete priorities,
* Strong oral and written communication skills,
* Ability to develop and present presentations with a focus on current needs, data, and sharing a future vision for early childhood,
* Ability to respond to needs within a flexible schedule

**Preferred Qualifications**

Bachelor’s Degree in related field and/or four (4) years of direct experience in early childhood education or community development planning.

**Wage Range:**

* Contractual position
* Responsible for submitting your own taxes (ie: GRT and self-employment taxes)
* W9 on file with CPC
* Will receive a 1099 from CPC

For more information contact:

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