



Early Learning Coalition of Broward County, Inc.

Job Description

Position:	Education Stipend Specialist
Reports To:	Education Manager - Stipend
FLSA Status:	Non-Exempt
Position Status:	Full-time
Grade:	37

JOB SUMMARY: This is a grant funded position and provides effective support to the Education Manager with the administration and requirements of quality program initiatives implemented by the Early Learning Coalition of Broward County. This role will execute and support the Coalition's policies and procedures, ensuring efficient results that meet all funder and state requirements, and supports the Coalition's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Assists Education Manager with program goals related to quality initiatives including but not limited to distribution and coordination of program incentives.
- Works with the other team members in troubleshooting any technical issues with educators' paperwork.
- When requested by the Education Manager, in person support to childcare and family home care providers for a variety of tasks.
- Responds appropriately and effectively to the diversity of co-workers, customers, and stakeholders.
- Represents the interests of the agency, interact effectively with a diverse group, and be at ease building successful collaborations with program participants, staff, and stake holders.
- Follow program procedures and practices to maintain timelines put in place.
- Supports the ELC's mission.

- Performs all other duties that may be necessary to maintain the success of the organization.

COMPETENCIES:

- Organizational skills
- Problem Solving skills
- Attention to detail
- Team Player
- Patience
- Collaboration and communication (speaking, listening)
- Strong writing skills
- Time management

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates in a professional office environment.
- Must be able to concentrate for extended periods of time, paying attention to detail.
- This role uses commonly used applications that include computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear.
- The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- The office hours of work are typically Monday through Friday, 8:30 am – 5:00 pm.
 - Maintain schedule flexibility for occasional evening and weekend activities.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma required.
- Experience in Early Childhood Education or related field a plus.
- Advanced Computer skills to include MS Outlook, Word, PowerPoint, and Excel.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – if applicable
- Access to Reliable Transportation – if applicable
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location – if applicable

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.