



Title: Educational Stipend Coordinator **RE-POST**
Department: Colorado Office of Professional Development, Center of Career and Technical Education

RESPONSIBILITIES: Manages the Child Care Workers Educational Stipend Project. Works closely with and provides technical assistance to partnering Early Childhood Councils, processes and inputs applicants' information into COPD's database. Specifics follow:

- Develops an annual work plan to ensure that all the contract deliverables are met
- Holds monthly online meetings with Councils
- Develops website articles and other marketing materials on the project and updates as necessary
- Presents at professional conferences
- Schedules, plans and holds community/technical assistance meetings
- Staffs the Educational Stipend work of the Advisory Board
- Tracks individuals' educational progress
- Travels as necessary
- Attends regularly scheduled meetings with partners
- Completes programmatic reports quarterly
- Attends CTE and college-wide meetings
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Baccalaureate degree required in early childhood education, early childhood mental health, education, social work, or related field

Experience:

Program development and implementation experience; successful experience with diverse populations; experience working with young children, youth and adult learners;

Knowledge/Skills/Abilities:

Computer skills including Word, Excel and Access databases; strong speaking and writing skills; in-depth knowledge of early childhood developmentally effective practices; value and commitment to early childhood, children, youth and family programs and services

PREFERRED QUALIFICATIONS:

Education: Master's degree in early childhood education, early childhood mental health, education, social work, or related field

Other Considerations:

Prefer a bilingual (Spanish/English) professional who has strong Spanish speaking and writing skills

SALARY: Salary placement will be determined by education and experience.

