



Job Title: Bi-Lingual Quality Navigator
FLSA Status: Full Time Hourly, Non-Exempt
Reports to: Lead Quality Navigator
Salary Range: \$32,000-\$40,000 Annual Full Time Equivalent

Denver's Early Childhood Council

Denver's Early Childhood Council helps young children in Denver thrive by working to ensure all children have equitable access to high quality child care, early learning experiences, and family supports. Our mission is to elevate the early childhood field through innovative and inclusive leadership, services, and solutions, with the vision that Denver is a community where the diverse needs of all young children and their families are supported.

Please visit us at www.DenverEarlyChildhood.org to learn more about our work.

Job Summary

The Quality Navigator works closely with the Lead Quality Navigator, Director of Quality Initiatives, Council staff, and early childhood educators in Denver to provide support for licensed child care programs and professionals participating in quality initiatives. The Quality Navigator may also assist other Council staff in implementing the mission and vision of the Council.

Duties & Job Functions

Support Council staff in assigned project-based work which may include but is not limited to:

- Tracking and monitoring program expenditures related to assigned quality improvement work, coaching services, and professional development using the Council's database system
- Maintain a solid understanding of the Quality Rating Improvement System (QRIS) (including a working knowledge of the Environment Rating System [ERS] tools) to understand the needs of child care providers to support quality
- Provide technical assistance to early childhood education programs as they complete the online QRIS application process and enroll staff in the Professional Development Information System
- Maintain a comprehensive understanding of the Quality Initiatives programs that are administered by the Council with the ability to braid funding to best serve the needs of the child care providers within those programs
- Maintaining solid relationships with early care and education providers by handling questions and concerns with speed and professionalism
- Attending trainings as necessary to coordinate activities, such as quality assurance data collection, provider services, and marketing
- Reviewing, approving and placing orders for learning materials and quality support services related to various quality initiatives

Denver Early Childhood Council is an equal opportunity employer.

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. **All qualified candidates are encouraged to apply.**

- Gathering invoices for purchased supplies and services; processing corresponding check requests for billing in an accurate and timely manner, and reconciling budget items and monthly expenditures as assigned
- Working with local higher education institutions to request invoices for tuition as well as collecting schedules and billing summaries from students
- Assisting with training and coaching logistics as needed
- Assisting with special events planning
- Entering and maintaining information in various data platforms for internal and external reporting
- Supporting the Council staff by contributing to regular data reports and maintaining data integrity within tracking forms, spreadsheets and databases
- Assisting with general office and other Council duties as needed

Knowledge, Skills, and Abilities

Required:

- Experience working with diverse ethnic and economic communities
- Extremely well-organized, ability to multi-task and prioritize multiple deadlines
- Strong attention to detail and accuracy of data entry
- Willingness to learn and acquire new skills
- Ability to perform tasks in a general office environment
- Ability to proofread for grammar, spelling and punctuation
- Ability to relate well to our constituency with excellent customer service skills over the phone, in person and through email
- Working knowledge of Microsoft Office Suite with special emphasis on Excel and Word; Additional software proficiency a plus
- Effective problem-solving skills, including demonstrated skills in successful conflict resolution
- Ability to work effectively, both independently and as part of a team
- Ability to work within a typical work-week schedule with flexible hours for some evening and weekend training events. Use of personal vehicle is required.
- Ability to maintain strict confidentiality regarding work performed

Preferred:

- Bachelor degree from an accredited college or university or progress towards a degree
- High level of experience working with data management systems

Benefits

Employer paid health, dental, vision, life, STD/LTD insurance, flexible spending accounts, paid time off, and a Simple IRA retirement plan with 2% employer contribution.

Application Process

Qualified candidates should submit a résumé, cover letter, and three references to resumes@denverearlychildhood.org.