



Job Title: Bilingual Program Assistant - Career Pathways
FLSA Status: Full-time Hourly, Non-Exempt
Reports to: Director of Professional Practice
Salary Range: \$30,000-\$36,000 Annual Full Time Equivalent / \$15.00 - \$17.00 hourly

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 quality child care, early learning experiences, and family support services. Our mission: Denver's Early Childhood Council elevates the early childhood field through innovative and inclusive leadership, services and solutions. Please visit us at DenverEarlyChildhood.org to learn more about our work.

Job Summary

The Career Pathways Program Assistant is an entry-level position that works with the Director of Professional Practice and the Career Pathways Coordinator to aid and support the implementation of the Council's robust and high-quality training and event offerings as well as supporting the workforce to navigate the pathways into early childhood education. The Program Assistant may also assist other Council staff and various programs in implementing the programs and mission of the Council.

Job Duties & Functions

Training/Event Logistics Support

- Logistics coordination for all Council training/events, such as: finding a venue, ordering food and assisting participants with registration.
- Prepare training and event-related documents (sign-in sheets, evaluations, certificates, handouts, flyers etc.) using established templates.
- Verify attendee payments and order training certificates from issuing partners.
- Assist Career Pathways Coordinator with data tracking and reporting.
- Assist the Manager of Stakeholder Engagement with PD-related activities for special events, such as (but not limited to) Denver's Early Learning and Health Institute and the Rocky Mountain Early Childhood Conference.
- Attend events/trainings to support contracted trainers with training set up and clean up.
- Communicate and support trainer with varied needs the week before the event/training.

Career Navigation

- Answer and track helpdesk calls on topics such as how to become a licensed family child care provider, information about trainings and how to find child care on the Council helpdesk line.
- Support early childhood professionals with questions regarding their professional goals, credentials, and qualifications.

Other duties as assigned

- Assist other Council staff and various programs in implementing the programs and mission of the Council.

Knowledge, Skills, and Abilities

Required:

- Fluency in Spanish and English (reading, writing, and speaking)
- Ability to work with minimal supervision at high level of effort
- Ability to effectively communicate and disseminate information/tasks
- Effective problem-solving skills, including demonstrated skills in working with various personality types
- Ability to relate well to our providers with excellent customer service skills over the phone, in person and through email
- Ability to work in collaborative efforts to effectively engage all stakeholders and co-workers
- Ability to work effectively with groups and individuals representing a variety of needs, abilities, socioeconomic backgrounds, educational and early childhood philosophies.
- Extremely well-organized, detail-oriented, and ability to prioritize multiple deadlines
- Working knowledge of the Microsoft Office Suite with special emphasis on Excel and Word; Additional software proficiency a plus
- Ability to perform tasks in a general office environment
- 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 lift 10 - 15 pounds, such as boxes of training supplies

Preferred:

- Bachelor's degree from an accredited college or university or progress towards a degree
- Knowledge of early childhood education systems, such as Colorado Shines and PDIS

Benefits

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

Application Process

Qualified candidates should submit resume and three references to resumes@denverearlychildhood.org.

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.**