Job Title: Career Pathways Program Assistant
FLSA Status: Hourly, Non-Exempt
Reports to: Career Pathways Program Manager
Salary Range: $15.00-$19.00 per hour

Denver’s Early Childhood Council
Mission: Denver’s Early Childhood Council elevates the early childhood field through innovative and inclusive leadership, services, and solutions.
Vision: 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. Our team culture and shared values are centered on being supportive, adaptable, and providing opportunities for professional growth both internally and for the early childhood professionals we serve.

Job Summary
The Career Pathways Program Assistant works closely the Career Pathways Program Manager to aid and support the implementation of the Council’s robust and high-quality training offerings. The Career Pathways Assistant may also assist other Council staff and various programs in implementing the programs and mission of the Council.

Knowledge, Skills, and Abilities Required

Preferred
- Post high school education in a related field from an accredited college or university.
- Prior experience in early childhood education, professional development, higher education systems and non-profit.
- Experience in event planning
- Knowledge of Professional Development Information System (PDIS)
- Knowledge of the Denver Preschool Program (DPP)
- Knowledge of approved Early Childhood Teacher (ECT) pathways, including:
  - knowledge and experience with Expanding Quality for Infants and Toddlers (EQIT)
  - knowledge and experience with Pyramid Plus Approach (PPA)
- Knowledge and experience with Pre-Licensing training requirements and unique family child care home professional supports
- Working knowledge of the Microsoft Office Suite with special emphasis on Excel, Word, and Publisher; Additional software proficiency a plus

Required
- Fluency in Spanish (reading, writing, and speaking)
- High School diploma or GED
- Extremely well-organized, ability to multi-task and prioritize multiple deadlines
- Ability to take initiative with minimal guidance while working both independently as well as collaboratively as part of a group.
- Excellent customer service skills including verbal and written.

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• Ability to work effectively with groups and individuals representing a variety of needs, abilities, socioeconomic backgrounds, educational and early childhood philosophies.
• Experience and understanding how to work with diverse ethnic and economic communities.

Duties & Job Functions
• Assist with the implementation of Council Sponsored trainings
• Assist with event planning tasks including, but not limited to:
  o Food and beverage ordering
  o Insuring proper receipt and delivery
  o Venue coordination
  o Creating registration forms in ecConnect and generating data reports as requested
• Assist council staff, trainers, and coaches with material preparation and distribution
  o Prepare training and event-related documentation using standard office equipment such as copier, scanner, printer and laminator. Documentation may include but not limited to sign-in sheets, evaluations, certificates, handouts usage established templates.
• Answer and track Spanish and English helpdesk calls and emails
• Remain a point of contact and maintain timely communication with Early Childhood professionals and partners as it relates to trainings and professional development inquiries
• Verify attendee payments and order training certificates from issuing partners
• Assist with data tracking and reporting utilizing Microsoft Excel, ecConnect and other data tracking software systems to provide information for monthly, quarterly and/or yearly reporting.
• Ensure data field forms and reports are properly completed and checked for accuracy within the system
• Provide career advice and navigation support for early childhood professionals in the community
• Engage in community outreach to provide information on the council’s robust and high-quality training offerings
• Promote and support the successful execution of the Rocky Mountain Early Childhood Conference (RMECC)
• Other administrative tasks as assigned.

Compensation
The Council strives to provide competitive compensation including employer-paid health, dental, life, and disability insurance for qualified employees. Salary is dependent on experience and based on industry standards. As a nonprofit, each Council position is dependent on available grant funding.

Licensure/Qualifying Standards
Current, valid Colorado driver’s license.
### Physical/Environmental Characteristics
Essential duties are routinely performed in a general office environment. This position will be required to lift up to 25 lbs. and stand for prolonged timeframes while assisting trainings. Essential duties will also require the use of a personal vehicle. Work on evenings or weekends will occasionally be required due to events/meetings held by Denver’s Early Childhood Council or partner organizations based on demand.

### Application Process
Qualified candidates should submit resume, cover letter, and three references to resumes@denverearlychildhood.org.

### 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 are based on job-related factors. All qualified candidates are encouraged to apply.