



## **OKFutures Program Coordinator**

Number of Positions Available: Three

Application Deadline: Friday, Feb. 15, 2019

### Position Summary

The Oklahoma Partnership for School Readiness is seeking a dynamic individual with experience in program coordination and project management as well as expertise in one of three focus areas: 1) Family and Community Engagement; 2) Professional Development; or 3) Quality Improvement. This position will assist in overall implementation of a grant, OKFutures, under the direction of a Grants Manager and will provide direct staff support and expertise to one of three OKFutures Teams who will guide the areas mentioned above. This is a 12-month position supported by grant funding from the Administration for Children and Families. The position is located at the Oklahoma Partnership for School Readiness office in Midtown, Oklahoma City. In-state travel is required and occasional overnight travel may be required.

### Position Overview

Coordinates OKFutures activities to ensure relevant guidelines, specifications, policy and/or procedures are followed. Continually assess and monitors OKFutures to make sure grant needs and goals are being met. Facilitates communication between OPSR, stakeholders, board members and community members concerning grant activities. Maintains relevant databases to ensure accurate and accessible records. Prepares reports summarizing statistical data or describing program objectives and accomplishments.

### Essential Job Functions

- Provides coordination for one OKFutures Team (Family and Community Engagement, Professional Development or Quality Improvement) by preparing meeting agendas, taking notes, preparing correspondence to the team, researching topics and presenting findings at meetings.
- Facilitates discussions outside of team meetings between stakeholders about an OKFutures Team to inform and engage others on activities to support the OKFutures grant implementation.

- Gathers and analyzes information on current policies and procedures related to the OKFutures Team focus area and presents this information to relevant stakeholder groups.
- Participates in all OKFutures stakeholder, steering committee, team meetings, and attends and represents the OKFutures grant at all Oklahoma Partnership for School Readiness Board meetings and/or events.
- Assists in the preparation of grant related documentation and reporting.
- Performs other duties as required to support the goals and function of the grant project

### Qualifications/Knowledge/Experience

Bachelor's Degree is required in addition to 3+ years of relevant professional experience; a Master's Degree in addition to 2+ years of relevant post-graduate experience is preferred. Preference will be given to individuals who have knowledge of and experience in strategies and policies in one of the following early childhood system areas: 1) Family and Community Engagement; 2) Professional Development; or 3) Quality Improvements. Strong written and verbal communication skills are required.

Demonstrated ability to work effectively with state agencies, community agencies, community organizations and community centers. The ability to cooperate and communicate with colleagues, participants, parents and community members who are partners with the Oklahoma Partnership for School Readiness. Knowledge of current early childhood research, resources and strategies to engage in systems level improvements. Experience in coordinating and implementing workshops, seminars, committees and boards. Ability to work independently and comply with program guidelines. Ability to coordinate various components of program goals. Must have strong organizational skills and the ability to prioritize multiple requests and handle them in an efficient and timely manner.

Must have analytical and problem-solving skills and the ability to evaluate data, assess alternatives and formulate logical and sound recommendations. Must have effective interpersonal, written and verbal communication skills and the ability to work with a wide range of early childhood stakeholders and partners. Must have strong technical and computer skills. Must demonstrate the ability to review and provide technical edits for publications and communications.

### How To Apply

Email your resume and a list of at least three references to Debra Andersen at [dandersen@okschoollreadiness.org](mailto:dandersen@okschoollreadiness.org). **Applications are due no later than Friday, Feb. 15, 2019.** To learn more about the Oklahoma Partnership for School Readiness, visit [www.okschoolreadiness.org](http://www.okschoolreadiness.org).