


JOB DESCRIPTION
ECCS Program Coordinator

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| 1. Little Dixie C.A.A. | 2. Program: Early Childhood Comprehensive System Program |
| 3. Reports To: Program Director | 4. Title: Program Coordinator |
| 5. Grade: Seven | 6. Date: March 2016 |
| 7. Approved By: Rebecca Reynolds  | 8. Status: Non-Exempt |

JOB SUMMARY:

The Program Coordinator will work to facilitate integrated learning and feedback across community stakeholder groups and coordinate their systems-change efforts to ensure improvements in child developmental health and family well-being. The Program Coordinator will work closely with the Program Director and Community CoIIN Teams to engage in rapid cycle, continuous learning and improvement processes (i.e. ongoing problem analysis, solution design, implementation, learning, and redesign) to guide the work of the ECCS grant project.

DUTIES AND RESPONSIBILITIES:

Assists Program Director in all project operations, including:

1. Working with the Program Director and stakeholders to ensure area program standards, services, and supports are available, accessible, of high quality, responsive to changing needs of children and families, and aligned and structured to support seamless transition between programs and a developmental progression of learning.
2. Preparing and organizing all Community CoIIN Team meeting agendas around systems-change targets affecting the targeted problem.
3. Facilitating conversations between CoIIN Team members, where they describe current experiences relative to the targeted problem.
4. Giving updates on actions taken to address the system-change targets, highlighting challenges and successes experienced, and identifying different actions to take.
5. Initiating a cycle of inquiry, when issues emerge, prompting stakeholders to examine the problem and why it is happening.
6. Facilitating a discussion to identify potential action to take and recruiting stakeholders to pursue this action.
7. Logging actions into the shared action plan and asking for updates from stakeholders on carrying out the action at subsequent meetings.
8. Helping the group identify actions that could be carried out in six months in order to generate a series of small wins that increase stakeholder buy-in, generate momentum for change, improve inter-organizational relationships, and promote readiness for change.
9. Other such duties as assigned.

SUPERVISORY RELATIONSHIP:

Works under the supervision of the ECCS Impact Program Director.

QUALIFICATIONS:

1. Associate’s or Bachelor’s degree in a social service, education, management, or public relations field preferred.
2. Experience in community facilitation/coordination or development preferred.
3. Experience in a management position preferred.
4. Must have excellent organization and communication skills.
5. Must have a valid driver’s license, valid automobile insurance, and own a vehicle to use for work.
6. Must have proficiency in working with computers and experience with various programs (Microsoft, Word, Excel, Power Point, etc.)
7. A background and/or knowledge in non-profit operations, community initiatives, and early childhood care and/or education is helpful.
8. Must be willing to travel throughout the tri-county area (Choctaw, McCurtain, and Pushmataha Counties) and to state-level meetings and quarterly meetings.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)