



Position Title: CDA Scholarship Project Assistant Director

Full Time Salaried Position in St. Louis, MO

Function: Responsible for: planning, directing and managing activities, outreach and data collection/analysis for Child Care Aware® of Missouri's Child Development Associate® (CDA) Scholarship Project. Responsible for daily supervision of personnel assigned to the scholarship project. Reports to the Chief Program Officer.

Duties and Responsibilities:

- As part of this grant funded position, CDA Scholarship Project daily operations include: Management of daily operations and supervision of the CDA project and its staff, ensuring deliverables of all contracts and grants are accomplished within prescribed time frame and funding parameters.
- Communicate the components and value of the CDA Scholarship Project to consumers and stakeholders through presentations, exhibits, special projects, and other marketing efforts.
- Use CDA Scholarship Project database to maintain all recipient and sponsor data, including applications, contracts, forms, reimbursements, and invoices.
- Provide coaching/counseling and resources to participants toward completion requirements of the CDA project throughout their enrollment.
- Create, manage and update CDA resource guides to ensure success of portfolio creation and ensure program FAQs are inclusive and accurate.
- Work with the Chief Program Officer to continuously review and interpret data to assist in preparation of reports.
- Proactively work to increase stakeholder awareness about the CDA, higher education and professional development.
- Provide and ensure outstanding customer service by CDA Scholarship Project staff, to including phone calls and emails answered in a prompt, courteous and polite manner with a positive and unbiased tone.
- Implement marketing, communications, recruitment, enrollment, and updating related materials.
- Provide and oversee CDA scholarship counseling to participants including information about the CDA Scholarship Project, higher education and the field of early care and education.
- Update and maintain the CDA Scholarship Project reimbursement and assessment fee processes working in coordination with the Child Care Aware® of Missouri Accounting Department.
- Promote the Mission, Vision and Why of Child Care Aware® of Missouri.

- Engage in other duties, as assigned.

Staff Competencies/Qualities:

- BA/BS in early childhood education, child development, or closely-related field
- At least 3 years of experience managing projects with direct supervision of staff
- At least 3 years of experience in early childhood management, customer service or work in higher education
- At least 3 years of experience using and managing databases
- Experience with budgeting and payment processes and regulatory compliance
- Experience with the Council for Professional Recognition and the Child Development credential preferred
- Experience with technology and web-based presentations
- Strong creative and professional writing skills
- Excellent interpersonal and communication skills in both program and outreach settings, to include active & reflective listening, listening without judgment, and patience
- Excellent organizational skills with strong attention to detail and problem-solving abilities
- Drive to make a difference in the life of children and families
- Independent and self-motivated, able to comply with and enforce deadlines in adherence to project specifications
- Energetic team player with strong ability to work in a fast-paced environment
- Capable of handling multiple tasks with competing priorities under minimal supervision
- Able to think critically and exercise independent judgment and discretion
- Results-oriented and solution-focused with a problem-solving attitude
- Proficiency with Microsoft Office products
- Ability to travel throughout Missouri and out of state
- Ability to lift 30 pounds

Benefits include: Company contribution to 401k vested 100% at time of hire. Company paid medical, dental, vision, long term disability and life insurance with a small employee copay. Accrue 2 weeks vacation and sick time during first year. Flexible schedule.

Salary range: \$36,000 to \$40,000

Send cover letter and resume to application@mo.childcareaware.org

Resumes accepted through June 28, 2019