



### **First Five SC Coordinator**

**State job classification:** Program Coordinator II (Band 6)

**Status:** Full-Time Temporary Grant

### **Organization**

South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 50,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 250 child care centers to offer free, high-quality, educational Pre-K 4 to more than 3,300 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 75+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

### **Team: Early Childhood Advisory Council**

South Carolina's Early Childhood Advisory Council is a collaborative body representing the state's early childhood system. Established in state statute, the Early Childhood Advisory Council includes the directors of state agencies, elected officials, state-level early childhood leaders, members of the business and medical communities, parents and early childhood educators. First Five SC is a product developed by the SC Early Childhood Advisory Council and first introduced in 2022. First Five SC has connected thousands of families to vital services and support.

### **Position Description**

The First Five SC Coordinator will work in close collaboration with the First Five SC project team to support South Carolina's early childhood portals' growth and development. This role facilitates the expansion of early childhood portals as a resource and enhances their capabilities through collaboration with local, state, and national entities. Coordinator will ensure success in uptake and spread among state and local agencies by coordinating onboarding processes, updating information, and testing new features. For the purposes of replication and expansion, documents project lifecycles and lessons learned. This position is supervised by the Two-Generation Systems

Manager and will work closely with other members of the ECAC team (communications and data) as well as other members of the SC First Steps staff including members of senior management.

Some statewide travel required, valid driver's license required, must be willing and able to interact in group settings with members of the public and clients. This position is based in Columbia, SC.

### **Responsibilities and Duties**

1. Serve as the project coordinator for First Five SC and Palmetto Pre-K, South Carolina's single portal and common application into publicly-funded programs and services that support young children and their families (First Five SC) and into publicly-funded pre-k (Palmetto Pre-K), Onboard and support partners as well as facilitate planned portal enhancements, documenting project lifecycle and lessons learned in support of portals as innovation lab. Support the success of portal efforts as outlined in the SC First Steps strategic plan and the SC Birth-Five Strategic Plan.
2. Supporting information maintenance and testing for the purpose of preserving First Five SC as a reliable and accurate resource for partners and families in-state and nationally.
3. Document and co-lead client feedback initiatives between communities, families, and government including focus groups and surveying, and community listening sessions.
4. Serve as a resource for the Early Childhood Advisory Council, SC First Steps, and public entities that impact young children and their families to educate about portal status, partnerships, and the expansion and use of portals.
5. Research and report on developments relating to coordinated eligibility and enrollment initiatives nationally and in other states, and share promising or innovative practices from South Carolina with stakeholders and system leaders in other states and nationally.
6. Other duties as assigned.

### **Qualifications and Skills**

#### Required

- Bachelor's Degree in a relevant field (i.e. social work, public administration, business, political science, communications, education, etc.) and three years of relevant experience.
- Possess the ability to synthesize details for a variety of ongoing efforts, prioritize competing deadlines and have experience with project coordination/management.
- Be a strong implementer, excelling at making connections, fostering collaborative relationships, facilitating joint efforts, and understanding the impact of initiatives on a wide range of stakeholder groups.
- Work well on cross-functional teams with limited authority to achieve results.
- Be adept at technology including conceptualizing and articulating complex technical projects (i.e. website and app development), to the general public, and be proficient in Adobe PDF creation and Microsoft Office Suite, particularly Outlook, Word, and Excel.

#### Preferred

- Excellent interpersonal, verbal and written communication skills, including the ability to work as part of a team, exercise good judgement, discretion, receive and provide feedback, and manage dynamic interchanges in meetings with internal teams and general public.
- Possess initiative and strong problem-solving capabilities.
- Government or nonprofit experience ideal.
- Employee must be able to demonstrate cross-cultural competence and possess a commitment to equity.

**Benefits:**

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

**To apply, submit your official application at <https://bit.ly/49wI5Yk> and send your cover letter and resume to Avian Jones at [hr@scfirststeps.org](mailto:hr@scfirststeps.org).**