

State of South Carolina

## Program Officer - 60027848

<b>SALARY</b>	\$46,655.00 - \$86,321.00 Annually	<b>LOCATION</b>	Richland County, SC
<b>JOB TYPE</b>	FTE - Full-Time	<b>JOB NUMBER</b>	175048
<b>AGENCY</b>	First Steps	<b>OPENING DATE</b>	03/31/2025
<b>CLOSING DATE</b>	4/24/2025 11:59 PM Eastern	<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	All applicants must apply online.
<b>CLASS CODE:</b>	AH40	<b>POSITION NUMBER:</b>	60027848
<b>NORMAL WORK SCHEDULE:</b>	Monday - Friday (8:30 - 5:00)	<b>PAY BAND</b>	Band 6
<b>HIRING RANGE - MIN.</b>	\$46,655.00	<b>HIRING RANGE - MAX.</b>	\$66,488.00
<b>OPENING DATE</b>	03/31/2025	<b>EEO STATEMENT</b>	Equal Opportunity Employer
<b>VETERAN PREFERENCE STATEMENT</b>	South Carolina is making our Veterans a priority for employment in state agencies and institutions.		

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### Job Responsibilities



Are you an experienced professional looking for new opportunities to further your career? SC First Steps is seeking a hardworking and dependable candidate just like you to apply! This position will offer great benefits with the state, including 15 days of annual and sick leave per year or more depending on applicable state service.

The Program Officer serves as a state-level resource for quality improvement and accountability using relationship-based principles and practices to drive improvement; implements the review and approval process for early childhood services; tracks local partnership compliance with standards through analysts and monitoring; provides guidance and referrals to experts and resources; promotes and implements evidence-based practices in the field of early education and non-profit management; supports the functions of community based organizations including fundraising/communications; advocates for and educates about populations that are underrepresented or racially/ethnically diverse.

**Responsibilities of the Program Officer:**

- Serve as a coach to local partnerships in program operations to facilitate sound management practices and strong board functioning. Identifies and documents successful strategies and promising practices in early childhood education and family support. Cultivates relationships with local partnerships, state partners and issue area experts to develop, fund, and implement initiatives. Provide technical assistance for accountability including collection of required documentation and data, finance and budgeting, support in non-profit management, fund development, networking, collaboration and community outreach.
- Ensure that services implemented are consistent with agency goals, effective practices and organizational performance measurement systems.
- Facilitate communication and information sharing between local partnerships. Support state level communication and offer timely responses to local partnership questions and needs. Commit to working for diversity awareness and cultural competency in all communications and practices.
- Plan and prepare trainings, targeted consultation, and development of written materials and guidelines for local partnerships.
- Focus Area: Training and learning management to include user management, content creation, developing monitoring and evaluation tools, and supporting onboarding of local partnership staff and board members.
- Other duties as assigned.

**Minimum and Additional Requirements**

Bachelor's degree in early childhood education, child development, public administration, or related field with at least five years of related work experience required.

*Applicants indicating college credit or degree(s) on the application will be required to bring a copy of college transcript to the interview. A copy of the transcript may also be uploaded as an attachment to the application, if required by the hiring department or if desired by the applicant. Please note that some areas of the Agency may require an **official, certified copy of the transcript prior to hiring or within a specific timeframe required by that area, after hiring. Failure to produce an official, certified transcript may result in not being hired or termination.***

**Additional Requirements:**

- Limited in-state travel.
- Occasional overnight travel.
- Limited after-hours work is required.

**Preferred Qualifications**

Master's degree and experience in business or education consultation, project management, or non-profit management preferred.

## Additional Comments

*SC First Steps is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions, including, but not limited, to lactation), national origin, age (40 or older), disability or genetic information.*

*Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.*

### ***SC First Steps offers an exceptional benefits package for full time (FTE) employees:***

1. Health, dental, vision, long-term disability, and life insurance for employees, spouse, and children. Click [here](#) for additional information.
2. 15 days annual (vacation) leave per year
3. 15 days sick leave per year
4. 13 paid holidays
5. Paid Parental Leave
6. S.C. Deferred Compensation Program available ([S.C. Deferred Compensation](#))
7. Retirement benefit choices \*
  1. State Retirement Plan ([SCRS](#))
  2. State Optional Retirement Program ([State ORP](#))

*\*Enrollment in one of the listed plans is required for all FTE employees; please refer to the contribution section of hyperlinked retirement sites for the current contribution rate of gross pay.*

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### **Employer**

State of South Carolina

### **Agency**

First Steps

### **Address**

636 Rosewood Drive

Columbia, South Carolina, 29201

### **Phone**

803-734-0479

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**Program Officer - 60027848 Supplemental Questionnaire**

**\*QUESTION 1**

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

- ☐ Yes
- ☐ No

**\*QUESTION 2**

Do you possess at least a bachelor's degree in early childhood education, child development, social work, public administration, or related field with at least five years of related work experience?

- ☐ Yes
- ☐ No

**\*QUESTION 3**

Please briefly describe your experience as it relates to this position.

**\*QUESTION 4**

Are you willing to travel overnight?

- ☐ Yes
- ☐ No

**\*QUESTION 5**

How did you hear about this position?

- ☐ SC State Jobs Website - [jobs.sc.gov](http://jobs.sc.gov)
- ☐ Indeed.com
- ☐ LinkedIn.com
- ☐ A current employee
- ☐ A former employee
- ☐ Other (please specify below)

**\*QUESTION 6**

If you answered "other" to the question above, please specify where you heard about this position below.

\* Required Question