

State of South Carolina

Parenting Program Coordinator - 61097015

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| SALARY | \$46,655.00 - \$86,321.00 Annually | LOCATION | Richland County, SC |
| JOB TYPE | FTE - Full-Time | JOB NUMBER | 172166 |
| AGENCY | First Steps | DIVISION | SC First Steps |
| OPENING DATE | 12/30/2024 | CLOSING DATE | 1/20/2025 11:59 PM Eastern |
| AGENCY SPECIFIC APPLICATION PROCEDURES: | All candidates must apply online. | CLASS CODE: | AH40 |
| POSITION NUMBER: | 61097015 | NORMAL WORK SCHEDULE: | Monday - Friday (8:30 - 5:00) |
| PAY BAND | Band 6 | HIRING RANGE - MIN. | \$52,000.00 |
| HIRING RANGE - MAX. | \$66,488.00 | OPENING DATE | 12/30/2024 |
| EEO STATEMENT | Equal Opportunity Employer | VETERAN PREFERENCE STATEMENT | South Carolina is making our Veterans a priority for employment in state agencies and institutions. |

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.

Serves as a state-level resource for quality improvement and accountability using relationship-based principles and practices to drive improvement and implements the review and approval process for early childhood services, tracks local partnership compliance with standards through analysis and monitoring, provides guidance and referrals to experts and resources and promotes evidence-based practices in the field of early education and non-profit management. Supports the functions of community-based organizations including fundraising and communications while advocating for and educating

about populations that are underrepresented and/or racially and ethnically diverse. Specific job duties include but are not limited to the following:

- 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.
- Ensure that services implemented are consistent with agency goals, effective practices and organizational performance measurement systems.
- Provide technical assistance for accountability including: collection of required documentation and data, finance and budgeting, support in nonprofit management, fund development, networking, collaboration and community outreach.
- 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 will be home visiting and parenting programs; participating as a member of the Local Partnership Parenting Programs team.
- Other duties as assigned.

Minimum and Additional Requirements

Bachelor's degree in early childhood education, Child Development, Social Work, Public Administration or related field with at least five (5) years of related work experience required.

Additional Requirements:

- Proficient in Microsoft Word and Excel software usage.
- Strong problem solving, leadership and analytical skills.
- Excellent oral, written, and interpersonal communication skills.
- Attention to detail; be reliable and prompt; exhibit awareness and sensitivity to diversity; and be able to work in a team environment.
- Ability to demonstrate and promote inclusivity and cross-cultural competence.
- Knowledge of First Steps Program and non-profit management helpful.
- This position will require limited in and out of state travel, with an occasional overnight.
- Limited after-hours work required.
- Must have and maintain a valid driver's license.

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.

Preferred Qualifications

- Experience in business or education consultation, project management, or non-profit management desirable.
- Master's degree in early childhood or related field and knowledge of SC First Steps programs.

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.*

Agency

State of South Carolina

Agency

First Steps

Address

636 Rosewood Drive

Columbia, South Carolina, 29201

Phone

803-734-0479

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Parenting Program Coordinator - 61097015 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 have at least a bachelor's degree in Early Childhood Education, Child Development, Social Work, Public Administration or related field with at least five (5) years of related work experience?

Yes

No

***QUESTION 3**

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

QUESTION 4

Are you proficient in Microsoft Word and Excel software?

Yes

No

***QUESTION 5**

Do you possess a valid Class D driver's license, or if you do not already have one, do you have the ability to obtain a Class D driver's license?

Yes

No

***QUESTION 6**

Are you willing to travel for work when required?

Yes

No

***QUESTION 7**

How did you hear about this position?

SC State Jobs Website - jobs.sc.gov

Indeed.com

LinkedIn.com

A current employee

A former employee

Other (please specify below)

***QUESTION 8**

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

* Required Question