

State of South Carolina
First Five Coordinator - 61149742

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| SALARY | \$0.00 Annually | LOCATION | Richland County, SC |
| JOB TYPE | Temporary Grant - Full-Time | JOB NUMBER | 174401 |
| AGENCY | First Steps | DIVISION | SC First Steps |
| OPENING DATE | 03/10/2025 | CLOSING DATE | 3/30/2025 11:59 PM Eastern |
| AGENCY SPECIFIC APPLICATION PROCEDURES: | All applicants must apply online. | CLASS CODE: | AH40 |
| POSITION NUMBER: | 61149742 | NORMAL WORK SCHEDULE: | Monday - Friday (8:30 - 5:00) |
| PAY BAND | Unclassified | HIRING RANGE - MIN. | \$46,655.00 |
| HIRING RANGE - MAX. | \$66,488.00 | OPENING DATE | 03/10/2025 |
| 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? South Carolina 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 Responsibilities of the First Five Coordinator:

The First Five Coordinator serves as the project coordinator for First Five SC and Palmetto PreK, South Carolina's single portal & common application into publicly funded programs & services that support young children & their families (First Five SC) & into publicly funded PreK (Palmetto PreK). This position works closely with the portal team to support portals' growth & development. This role facilitates the expansion of portals as a resource & enhances their capabilities through collaboration with local, state, and national entities. Ensures success in uptake among state & local agencies by coordinating onboarding processes, updating information, & testing new features.

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. Candidate must be able to exercise good judgement and discretion as this is a critical and public-facing role. Candidate should possess experience and skills in most of the following areas: project management and coordination, communications, organizational leadership, collaboration, implementation, and stakeholder relations. Must be able to demonstrate cross-cultural competence. Candidate must have excellent verbal and written communication skills, strong attention to detail, be adept at technology including conceptualizing and articulating complex technical projects i.e. website and app development and have experience with project management/coordination. Government or nonprofit experience ideal.

- Onboard and support partners, facilitate planned portal enhancements, document project lifecycle and lessons learned in support of portals as innovation lab, and support the success of portal efforts as outlined in the SC First Steps strategic plan and the SC Birth-Five Plan.
- Support information maintenance and testing for the purpose of preserving First Five SC and Palmetto PreK as reliable and accurate resources for partners and families in-state and nationally.
- Document and co-lead client feedback initiatives between communities, families, and government including focus groups and surveying, and community listening sessions.
- 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.
- Research, report on, and test ideas, innovations, and developments relating to coordinated eligibility and enrollment from within SC, other states and nationally; share promising or innovative practices from South Carolina with stakeholders and system leaders in other states and nationally.
- Other duties as assigned.

Minimum and Additional Requirements

- 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.

Additional Requirements:

- Candidate should possess experience and skills in most of the following areas: project management and coordination, communications, organizational leadership, collaboration, implementation, and stakeholder relations.
- Must be able to demonstrate cross-cultural competence.
- Must have excellent verbal and written communication skills.
- Must have strong attention to detail.
- Must be adept at technology including conceptualizing and articulating complex technical projects i.e. website and app development.
- Must have experience with project management/coordination. Government or nonprofit experience ideal.
- 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.
- Position is based in Columbia, SC.

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.

Employer

State of South Carolina

Agency

First Steps

Address

636 Rosewood Drive

Columbia, South Carolina, 29201

Phone

803-734-0479

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First Five Coordinator - 61149742 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 a relevant field and three years of relevant experience (i.e. social work, public administration, business, political science, communications, education, etc.)?

- Yes
 No

***QUESTION 3**

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

***QUESTION 4**

Are you willing to travel for work when required?

- 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**

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 7**

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

* Required Question