



**Position Description:** Parenting Program Coordinator

**Organization**

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state's comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children's health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called "local partners," SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 2,200 four-year-old children with access to Pre-K 4 across 64 school districts. The diverse workforce that makes up the 50+ member team at SCFS includes salaried, hourly, and grant-funded positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

**Team: Local Partnership Technical Assistance and Support**

Over the past 20 years, the SC First Steps Local Partnership Technical Assistance and Support team has evolved to meet the changing needs of local county partnerships and to adapt to the opportunities provided as the early childhood education field advances its knowledge and experience within our state and nation. First Steps Enabling Legislation describes Technical Assistance (TA) as a duty of the state office to, *"provide technical assistance, consultation, and support to county partnerships to facilitate their success including, but not limited to, model programs, strategic planning, leadership development, best practice, successful strategies, collaboration, financing, and evaluation.* The state is divided into seven regions comprised of six to seven counties. The Local Partnership team is comprised of the Chief Program Officer, Local Partnership Program Officers, a Director of Parenting Programs, Parenting Program Coordinator, two Fiscal Managers, a Communications Coordinator and an Administrative Coordinator. The team share strategies, questions and issues across the counties they are individually assigned to support.

**Position Description:**

Reporting to the Director of Parenting Programs, the Parenting Program Coordinator is a member of the Parenting Program Team and the state office lead for HIPPY (Home Instruction for Parents of Preschool Youngsters). This position supports program quality improvement and accountability, using relationship-based principles and practices, to ensure fidelity to a suite of evidence-based parenting and family support program models. Responsibilities include monitoring local partnership compliance with program standards, offering guidance and referrals to experts and resources, and providing coaching

and on-site technical assistance. This position assists with planning, organizing, and delivering meetings, trainings, conferences, and other events.

This position supports efforts to build awareness of parenting and family support programs, finding creative and systematic ways to outreach and break down barriers to access; and supports ongoing communication efforts with Local Partnerships.

In addition, this position will serve as a support and technical assistant provider to all HIPPY Affiliates within South Carolina, regardless of funding.

### **Responsibilities and Duties:**

1. Serve as the lead to implement HIPPY (Home Instruction for Parents of Preschool Youngsters) in South Carolina.
  - a. Coaches local partnerships in program operations to facilitate strong practices to meet parenting strategy model fidelity.
  - b. Identifies and documents successful strategies and promising practices in early childhood education and family support.
  - c. Cultivates relationships with local partnerships, First Steps 4K, state partners and issue area experts to develop, fund and implement initiatives.
2. Ensure that services implemented are consistent with agency goals, effective practices and organizational performance measurement systems.
3. Provide technical assistance for accountability in the following areas: collection of required documentation, data entry and reporting, quality improvement processes, networking, collaboration and community outreach.
4. 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.
5. Assist with planning, organizing, and delivering parenting program related meetings, webinars, trainings and other events; and provide direct coaching and technical assistance, including on-site consultation, to Local Partnership Parenting programs as needed.
6. Other duties as assigned.

### **Qualifications and Skills:**

Required:

- Minimum of a Bachelor's degree from an accredited university in Early Childhood Education, Child Development, Social Work, Human Services or related field with at least five (5) years of related work experience required.
- Experience in business or education consultation, project management, or non-profit management desired.
- Prior experience in one or more of the following areas: education, community mobilization, parent empowerment/family support, child/family advocacy or staff development.
- Knowledge of communications and outreach strategies.
- Strong training and leadership capabilities
- Demonstrated knowledge of, and sensitivity to, the needs and interests of families from under-served communities.
- 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; and be able to work in a team environment.
- Demonstrates initiative and problem-solving capabilities.
- Ability to make thoughtful decisions and self-motivated to achieve results.
- Ability to work well with people and exhibit awareness and sensitivity to diversity.
- Ability to demonstrate and promote inclusivity and cross-cultural competence.

Preferred:

- Master's degree from an accredited university in early childhood or related field.
- Knowledge of SC First Steps Programs or similar early childhood initiatives managing parenting services.
- Bilingual

Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state.
- Maintain and show proof of personal auto insurance.
- Limited in-state travel, some out of state travel with occasional overnights.
- Limited after hours work required.

**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.

SC First Steps is an equal opportunity employer.  
SC First Steps is a drug-free workplace.

**To apply, submit your cover letter and resume to Avian Jones at [ajones@scfirststeps.org](mailto:ajones@scfirststeps.org).**