



- Organization:** Colorado Parent & Child Foundation
- Position:** Operations Coordinator
- Schedule:** Part-time, 24 hours/week.  
Tuesday, Wednesday, Thursday  
8:30-5pm  
Occasional assignments may fall outside this schedule.
- Wages and Benefits:** \$18/hour.  
There are no fringe benefits provided.  
All Colorado Parent & Child Foundation positions are grant funded, and employment is at-will. This is a temporary position through fiscal year end (6/30/2010), with continuation subject to project alignment and fund availability.
- Application Procedure:** Submit the following materials in Microsoft Word or PDF format via email to [info@cpcfonline.org](mailto:info@cpcfonline.org)
- Cover letter of interest;
  - Current resume or vita;
  - Three (3) professional or academic references, including relationship to you, address, and current phone number.
- Please note:** All application materials submitted should be current and specifically address the qualifications for this position.
- No phone calls please.**
- The Colorado Parent & Child Foundation is an Equal Opportunity Employer. The organization is committed to a policy of nondiscrimination in relation to race, color, sex, sexual orientation, gender variance, religion, military status, national origin, age, marital status and disability.
- Closing Date:** Application materials must received by 5pm Monday, January 18, 2010.
- Organization Background:** The Colorado Parent & Child Foundation (CPCF) promotes and supports high-quality early childhood education programs and family initiatives which build parent involvement and school readiness. CPCF currently works to advance two early childhood home visitation program models throughout the state: Home Instruction for Parents of Preschool Youngsters (HIPPY) and Parents as Teachers (PAT). HIPPY and PAT programs deliver home based, parent involved, early learning opportunities and provide solutions that strengthen families and help children realize success by beginning school ready to learn. CPCF provides the statewide network of HIPPY and PAT programs with training and technical assistance, coordinates overall program evaluation and adherence to quality program standards, conducts outreach to develop new sites, provides advocacy and networking for HIPPY and PAT sites statewide, and coordinates large public proposals - serving as an intermediary for HIPPY and PAT programs that could not acquire these federal and state funds individually.  
For more information, visit: [www.cpcfonline.org](http://www.cpcfonline.org).

**Purpose:**

The Colorado Parent & Child Foundation (CPCF) is seeking a customer-oriented, self-directed Operations Coordinator with a high level of organizational and technological skills who enjoys taking initiative on a variety of projects to join our team.

**Required Qualifications:****KNOWLEDGE AND EXPERIENCE**

- College degree or equivalent professional experience.
- Successful experience in executive support.

**TECHNICAL SKILLS**

- Willingness to perform administrative tasks and demonstrated competence with Windows XP Operating Systems and all major Microsoft Office Suite programs, including Word, Excel, Access, and Outlook.
- Experience with database applications and interest in working with basic data analysis.
- Excellent mathematical skills, including ability to calculate all units of measure, compute rates, ratios and percentages, and to create, manipulate and interpret graphs.
- Experience with Web development and Social Networking.

**COMMUNICATION SKILLS**

- Evidence of ability to establish and maintain cooperative relationships, and ability to convey complex requirements while maintaining effective working relationships.
- Excellent written communication skills, including ability to write reports, correspondence, and effectively present information.

**ORGANIZATIONAL MANAGEMENT SKILLS**

- Strong organizational skills and meticulous attention to accuracy and detail.
- Ability to multi-task, handle frequent interruptions and competing priorities, and manage time efficiently to meet multiple deadlines.
- Articulated belief in the mission and programs of CPCF, and the ability to quickly learn about the organization's services and priorities.
- High level of professionalism and ability to function effectively under stress.

**Preferred Assets:**

- Bilingual English/Spanish.
- Federal grant experience.
- Donor cultivation experience.
- Events coordination experience.

**Key Duties and Responsibilities:**

- Provides administrative and operational support to the leadership team and all functions of CPCF.
- Develop and maintain comprehensive CPCF data management system, including developing and maintaining Excel and Access databases & filing systems in order to respond quickly to external and internal requests for information.
- Serve as the point person for all general inquiries regarding CPCF and its programs, including telephone and email assistance inquiries as well as generating appropriate written and oral correspondence.
- Prepare and manage annual subgrant contracting.
- Review program reports for accuracy and assist in the preparation of aggregate reports for funders.
- Manage training registration processes and all training updates.
- Assist in the scheduling, logistics and materials preparation for meetings, conference calls, special events, trainings, and presentations.
- Oversee general office administration including supply purchasing, printing, copying, filing, mailings, email blasts, and receiving incoming telephone calls.
- Maintenance of technology systems (computers, printers, fax, telephones, online systems, software).
- Manage and maintain website content with input from leadership team.
- Perform other duties assigned.

**Other Conditions of Employment:**

- This position requires occasional usage of your personal vehicle. CPCF employees are responsible for maintaining a valid Colorado Driver's License and personal vehicle insurance. CPCF reimburses employees for mileage for approved CPCF related business meetings.
- It may be necessary to travel to meetings and/or site visits at locations throughout the state of Colorado or for national conferences, including overnight trips.
- The selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.
- The selected applicant must be able to pass a Background Check.

