



Mission

Creating strong communities by partnering with nonprofits, government and businesses for more impactful, successful organizations and programs.

Job Posting – November 2019

Program Coordinator – Early Childhood Federal Grants

The Program Coordinator performs high level corporate and client-centered functions. The position coordinates and carries out outcomes of the federal early childhood grants as outlined in the grant contracts. The coordinator will work closely with the Grant Manager, sub-grantees, and various early childhood stakeholders across the state to implement the grant programs and track outcomes.

Responsibilities include:

- In conjunction with the program manager, manage client contract relationships, including fulfilling contract requirements and facilitating processes and communication among contract stakeholders.
- Develop and maintain collaborative relationships with all stakeholders, including clients, customers, vendors, contractors, management and peers.
- Coordinate with Align employees to design and implement effective and efficient processes for clients and resolve procedural and scheduling matters as they arise.
- Compile information for reports, billing, correspondence, policies, step action and job aids.
- Maintain effective communication and positive public relations among personnel, customers and clients.
- Attain and maintain superior knowledge of relevant regulations, as well as Align operational procedures.
- Assist with oversight and management of assigned contract budget.
- Provide training and technical assistance according to client contract.
- Fulfill specific responsibilities according to client contract assignment (*see below*).

Early Childhood Federal Grants

- Quickly become familiar with all outcome and reporting requirements required of the federal early childhood grants.
- Provide tracking and management of all internal outcomes and outcomes for sub-contractors
- Work with the Program Manager to select and manage sub-contracts and program elements to meet grant outcomes.
- Build relationships with sub-contractors, early childhood stakeholders, program partners and federal grantor.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

- Work with accounting to track all grant and matching dollars and account for them in the federal reporting
- Understand the requirements for the federal program audit and work with accounting and the auditor to provide all relevant information.
- Work with Program Manager to set up all logistics for the program elements of the grants.
- Update and maintain any tracking documents and write reports on grants outcomes.
- Ensure all contracts are in compliance with the federal grant and any IRS requirements for using federal dollars.
- Work with Program Manager and contractors to submit future federal grants.

Organizational Relationships:

This position reports the Early Childhood Program Manager but may receive direction from any member of the Align leadership team. No supervision of other employees. Interfaces daily with management and employees. Supports corporate values by demonstrating high regard for clients, the communities we serve and the internal team.

External Relationships:

First contact for Align clients, customers and business partners. Represents the corporation in the community and promotes the corporation's goodwill interest in community activities.

Position Qualifications:

- Bachelor's degree preferred; high school diploma or GED required.
- Experience in program and project management, including the ability to effectively coordinate people and processes.
- Experience grants management
- Excellent interpersonal and communication skills with the ability to express ideas clearly, orally and in writing.
- Ability to plan and conduct effective meetings.
- Ability to contribute to and work within a team environment.
- Advanced computer usage/skills, including Excel, Word and PowerPoint, as well as database experience.
- Ability to travel within and outside of the state.

Physical Demands:

An open office environment with comfortable surroundings. While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment, and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must have a valid driver's license and ability to travel.



About the Position:

- Full-Time Exempt, located in Cheyenne, WY
- Comprehensive benefit package, including:
 - Health, dental and vision insurance
 - Flexible spending account
 - Life and long-term disability insurance
 - 501(k) Plan
 - Paid vacation, sick and personal time; paid holidays
 - Education assistance plan

Note that this position is dependent on the funding of the federal grant to be awarded on December 30th and to begin December 31st. We intend the start date of this position to be January 6th, 2020.

Position closes December 6, 2019. Submit cover letter and resume to:

Align

Attn: Human Resources

1401 Airport Parkway, Suite 300

Cheyenne, WY 82001

Or email hr@TheAlignTeam.org