

Statewide Coordinator Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 thread has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

Specific Responsibilities:

The Statewide Coordinator supports thread's CEO and COO, as well as the statewide CCR&R Network through administrative support.

1. Provide direct assistance to CEO and COO with activities such as scheduling and coordinating meetings and appointments, preparing correspondence, memos, reports, documents, records, and forms.
2. Provide administrative support to a 15-member Board of Directors, including monthly meetings, board committees, and annual functions.
3. Coordinate communication and logistics among the CCR&R network partners located in Anchorage, Fairbanks and Juneau. Responsibilities include setting up, note-taking, and providing technical support for regular statewide meetings either in person or via teleconference.
4. Provide agency project support as needed.
5. Open and distribute all agency mail.
6. Other duties as assigned.

Qualifications:

1. Associates required, BA preferred, in education, business administration, policy, social work or related field.
2. Previous experience in administrative support required.
3. Previous experience managing and supervising staff preferred.
4. Previous non-profit work preferred.
5. References and valid identification required.
6. Must pass background check.

Key Competencies:

1. Ability to communicate effectively with a diverse group of staff, child care providers, parents, Board Members and members of the community.
2. Ability to develop and implement efficient procedures, possess effective organizational skills, prioritize and multi-task effectively.
3. Demonstrated proficiency in word processing, MS Excel, MS Outlook, database systems and technical writing.
4. Organized professional capable of providing local and distance team support and communication.
5. Ability to provide positive, proactive leadership in a team-oriented environment.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm, other hours as required

Location: 3350 Commercial Dr. Ste. 203 Anchorage, AK 99501

Position Type: Full Time, 40 hours/week

Classification: Non-Exempt, Permanent

Supervisor: COO/Program Manager

Supervises: None

Hiring Range: \$18-\$21/hour DOE

Benefits: 4-weeks paid vacation, 13 paid holidays, 403b match, High-Deductible Health Plan (employee only), Dental, Vision. All premiums covered 100% for employee's health, dental, and vision.

To Apply:

Please email a cover letter and resume to hr@threadalaska.org with "Statewide Coordinator" in the subject line.

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