

PROGRAM ASSOCIATE POSITION DESCRIPTION

Parent Possible equips parents with the tools and information to be their child's most valuable teacher, trainer and mentor in life. We promote and oversee delivery of three proven parent engagement programs, providing access and support, ensuring efficacy and impact, and advocating and collaborating with early childhood partners across the state.

Colorado HIPPYCorps, established in 1994, is a unique combination of the Home Instruction for Parents of Preschool Youngsters (HIPPY) program and AmeriCorps. Through the evidence-based, parent-centered HIPPY program, AmeriCorps members at sites across the state work directly with families to facilitate their child's school readiness and engage parents in their child's learning. The HIPPYCorps Associate will work with the HIPPY Program Director at Parent Possible to ensure quality HIPPY and AmeriCorps programming in Colorado.

KEY DUTIES AND RESPONSIBILITIES

Program Management and Fidelity

Support HIPPY program sites across the state that utilize AmeriCorps members as home visitors for parents in the local community

Develop in-depth knowledge of HIPPY and AmeriCorps programming, including current issues and challenges facing individual sites, key resources available to sites, and clear understanding of site quality and progress toward stated objectives

Provide individualized guidance and coaching to Colorado's HIPPYCorps sites

Generate correspondence and response to HIPPYCorps sites and Serve Colorado related to policies, procedures, progress reports, and other general inquiries

Meet with the HIPPY Program Director regularly to discuss program policies, budget, calendar, goals, outcomes and other relevant issues pertaining to the HIPPYCorps program in Colorado

Grants Compliance

Oversee aspects of AmeriCorps national service compliance including the annual member enrollment process, member onboarding, and monitoring of site and member progress

Support sites in member onboarding including the application process, background checks and file set-up and maintenance

Assist HIPPYCorps sites to identify program objectives and performance measures, assess progress towards those objectives and measures, and make necessary adjustments so the identified level of progress is met

Maintain records, appropriate reports, plans of action, and recommendations that indicate HIPPYCorps sites' objectives and continuous improvement of program quality

Actively monitor sites remotely and with on-site visits to ensure compliance with all federal and state regulations and effectively prevent, detect and, if necessary, resolve areas of non-compliance

- Monitor member information contained in and/or entered into CNCS' eGrants and OnCorps tracking systems
- Certify the accuracy of site records and reports
- Support sites on finding and recruiting prospective HIPPYCorps members
- Engage and support HIPPYCorps members to ensure a successful service year
- Empower and mobilize HIPPYCorps alums to continue to engage with their local communities and to pursue academic and professional opportunities in the early childhood field

Training

- Implement a comprehensive training plan, working with the HIPPY Program Director and HIPPYCorps sites to assess ongoing training and technical assistance needs
- Coordinate planning, logistics and facilitation of monthly webinars, statewide training events, and relevant meetings and presentations relating to the HIPPYCorps program
- Plan statewide Days of Service throughout the year
- Provide member guidance on using the AmeriCorps Segal Award
- Support and manage the Basecamp platform for member communication
- Attend trainings and other opportunities for professional development as needed

Data and Evaluation

- With guidance from the HIPPY Program Director, prepare and ensure the timely submission of tri-annual progress reports to Serve Colorado
- Assist with data collection and evaluation of the HIPPYCorps program and members

Essential Qualifications:

Knowledge, Experience and Technical Skills

- Bachelor's Degree or relevant professional program management experience
- Successful experience in developing and delivering effective trainings for diverse audiences
- Willingness to perform administrative tasks and demonstrated competence with Microsoft Office applications including Word, Excel, and Outlook
- Experience with HIPPY and/or AmeriCorps a plus

Communication Skills

- Strong interpersonal and customer service skills required
- Excellent verbal and written communication skills

Organizational Management Skills

- Strong organizational skills and meticulous attention to accuracy and detail
- Self-starter with ability to multi-task, handle frequent interruptions and competing priorities, independently manage multiple tasks and projects, and manage time efficiently to meet multiple deadlines
- Articulated belief in the mission and programs of Parent Possible, and the ability to quickly learn about the organization's services and priorities
- Ability to function effectively under stress
- Willingness to work a flexible schedule when needed

Preferred Assets

Bilingual English/Spanish
Federal and/or State grant experience
Event coordination experience

Other Position Information:

This is a full-time, salaried and benefited position in a professional office environment. The anticipated salary range for this position is \$30,000 - \$35,000 with a strong benefits package with health insurance, paid time off, and retirement benefits. The position is on-site at our Denver office. Occasional in-state travel will be required. All Parent Possible employees must be able to pass a comprehensive background check.

Interested candidates should submit a cover letter, resume, and three references to search@parentpossible.org