

# UNITED WAY OF GREATER CHATTANOOGA

## Job Description

**POSITION TITLE:** Education Coordinator  
**FLSA STATUS:** Part-time, Non-Exempt  
**DEPARTMENT:** Education – Project Ready for School  
**REPORTS TO:** Director of Chattanooga Basics

**POSITION PURPOSE:** This position will work with the Director of this department to support our educational partners and families in accessing resources to help children thrive from birth to five. The Education Coordinator will administer the Chattanooga Early Learning Scholarship program and assist with the coordination of other early learning initiatives.

### **KEY RESPONSIBILITY AREA – Early Learning Childcare Scholarship Program**

- Receive, review and process program applications
- Manage and document all communications
- Maintain accurate records
- Track attendance, billing, and internal accounting
- Research and apply best practices

### **KEY RESPONSIBILITY AREA – Outreach and Education Coordination**

- Assist Director in planning and coordinating outreach events, including educational and community empowerment workshops
- Assist Director with the development of Standard Operating Procedures for early education initiatives
- Assist Director in promoting initiative strategies
- Represent education team at community meetings and events as needed, including Early Matters Coalition meetings
- Other duties as assigned

### **MINIMAL JOB REQUIREMENTS**

#### **Education:**

- Bachelor's Degree in Early Childhood Education, Education, Social Work, or two years of related work experience in relevant field.

#### **Experience and Skills:**

- Strong project and case management skills, including a proven record of efficient time management and prioritization methods
- Must be proficient in Microsoft Office, including but not limited to Excel, PowerPoint, Word, etc.
- Experience with online case management systems preferred.

- Must demonstrate verbal and written ability to communicate clearly and professionally
- Must demonstrate the ability to use a variety of organization and group project management tools.
- Self-starter with close attention to detail is desired
- Ability to collaborate with diverse populations, in a variety of settings
- Critical thinker, with a solution-focused orientation is highly prioritized

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and bend; walk; use hands to finger, handle or feel; and reach with hands and arms; sit for long periods of time. Employee may be expected to lift up to 25 pounds.

**Work Environment:**

- This role is most frequently performed onsite in a professional office setting with moderate noise level and professional dress. Other duties may occur offsite in other offices or in an outdoor festival environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Position Type/Expected Hours of Work**

- This is a part-time position. Hours of work and days are Monday- Friday, 9:00 a.m. to 3 p.m. This position may occasionally require some irregular hours and occasional weekend work.

**CORE COMPETENCIES REQUIRED FOR THIS POSITION**

*Core Competencies for United Way Board Leaders and Members*

- Strategic Thinker: The United Way Board provides thought-leadership and expertise in developing a path to achieve the strategic goals of the organization.
- Connects Leaders to Leaders: The United Way Board values talent as a key to success and attracts and develops key leaders and partnerships.
- Advocate for Community: The United Way Board is adept at public advocacy on behalf of community needs and solutions in education, income and health.
- Future Focused: The United Way Board is committed to long-term sustainability of support for United Way's mission.
- Steward of Brand and Trust: The United Way Board understands the powerful significance of our brand, and instills trust in United Way by working with energy and integrity to strengthen and protect the organizations reputation for ethical leadership and community service

*Core Competencies for ALL STAFF:*

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.