



United Way of Tucson
and Southern Arizona

UNITED WAY OF TUCSON AND SOUTHERN ARIZONA
Position Description
Quality First Redesign
Generalist Technical Assistance Provider – Pima Team
Full Time, Exempt
October 2018

Job Summary:

This is a full-time, exempt, grant-funded, professional position for a motivated individual with a high level of initiative possessing expertise in early childhood education and/or child development. This position supports United Way's Quality First (QF) Redesign work, by providing consultation services and specialized technical assistance on-site, virtually or by phone, based on each program's needs. United Way of Tucson and Southern Arizona is carrying out this work in partnership with Southwest Human Development, which is funded by First Things First. This position reports to the Program Director of the Quality First Redesign work conducted by United Way of Tucson and Southern Arizona.

Note: This is a grant funded position

Responsibilities:

Program Administration and Implementation

- Works cooperatively with and supports early care and education programs enrolled in the Quality First Redesign.
- Provides technical assistance to participating programs using on-site, virtual or telephonic methods, based on the needs of the enrolled programs.
- Facilitates mandatory Communities of Practice meetings in person or virtually to early care and education programs enrolled in the Quality First Redesign.
- Delivers targeted professional development and technical assistance to enrolled programs.
- Provides program initiated guidance during Phase 2 Quality Pathways, Program Quality Review and Program Assessment and Rating.
- Coordinates and prepares reports from data collection sources as relevant to reporting timelines.
- Summarizes and analyzes information from the statewide web-based Quality First Extranet system as well as other project data collection sources.
- Provides staff support for presentations at Southwest Human Development and/or FTF Regional Council meetings.
- Attends and assists with coordination, including providing staff support, of monthly meetings/training that include all state and local participating and partnering agencies (e.g., United Ways, coaching and assessment agencies, FTF, etc.).
- Creates and edits a variety of written documents, correspondence and reports, including quarterly program narrative report to Grantee.
- Monitors, tracks, and reports data related to Quality First Redesign assigned site enrollment status and/or site changes to Southwest Human Development and United Way of Tucson and Southern Arizona.

- Assists Senior VP of Community Development, Associate VP of Community Development, and Quality First Director to coordinate funded activities.
- Responsible for general office duties as assigned, including ordering food for meetings, general office supplies or equipment, and creating/copying agendas or packets as needed.

Facilitation/Coordination

- Facilitates Communities of Practice sessions in person or virtually.
- Collaborates with other Quality First Redesign technical assistance providers, as needed, to coordinate and co-facilitate Communities of Practice.
- Partners with early childhood professionals to provide individualized guidance and support to assigned enrolled programs.
- Collaborates with assigned enrolled programs to develop and review consultation plans.
- Assists assigned enrolled programs in the development of quality improvement goals.
- Shares program information with United Way and other community agencies to ensure access to all programs, resources, and services available to assist centers and homes in quality improvement efforts.
- Collaborates with other directors and managers at United Way by participating in internal committees to make connections and develop strategies and partnerships that result in changing community conditions, as well as supports continuous internal organizational improvement.

Resource Development

- Participates in United Way activities to support special events and projects (e.g., Days of Caring, FFK Business Breakfast, and other FFK events).
- Develops positive working relationships with government and philanthropic organizations.

Public Education/Advocacy

- Assists with the development and distribution of Quality First Redesign information.
- Participates in local community and FTF-related events.
- Assists with activities related to public education and advocacy efforts, and other community projects as related to Quality First Redesign.

Coordination/Customer Service

- Provides excellent customer service as a component of all job duties.
- Establishes and maintains effective working relationships with United Way staff at all levels, volunteers from diverse backgrounds, donors, community partners, independent contractors, and others.

Other Duties as Assigned

Minimum Knowledge, Qualifications, Skills and Abilities:

- Master's Degree preferred or Bachelor's Degree in early childhood education, child development or related field.
- At least three years of experience working in an early childhood setting with children birth-5 years of age.
- Experience working in an early childhood education setting with infants, toddlers or preschoolers.
- Early childhood program director experience is preferred.
- Must have extensive knowledge of Inclusive Practices for Child Care Providers.
- Must be able to read, write and speak in Spanish.
- Advanced MS Office software applications (Excel, Word, Outlook) and database management skills.
- Excellent oral and written communication skills.
- Demonstrated customer service, grant administration, problem solving, research, and information management skills.
- Demonstrated financial knowledge and budget management skills.
- Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality, and to respect and observe organizational protocol.
- Ability to maintain a flexible work schedule (including working early mornings, evenings, and/or weekends) and adjust it as required by changing activities.
- Must possess a current and valid driver's license, current automobile insurance, and daily access to a reliable vehicle.
- Ability to travel to work in a variety of locations throughout the metropolitan Tucson area whenever required.
- Ability to occasionally lift 40 pounds.

Thank you for your interest in this position. Please email resume and cover letter to:

jdenigris@unitedwaytucson.org