

JOB ANNOUNCEMENT

Position Title: *Project Manager, CIRCLE Initiative*
Salary Range: *\$51,750-55,000*
Position Status: *Full Time, Exempt, Eligible for benefits*
This is a grant-funded position

Application Instructions:

Please send your resume and a cover letter that explains how your skills are related to the position to recruiting@earlymilestones.org referencing "**Project Manager**" in the subject line. For best consideration, please apply by April 18, 2022.

About Early Milestones Colorado:

Early Milestones is a statewide nonprofit organization with a simple yet ambitious goal - *to make Colorado the best place to raise a child*. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create equitable, lasting improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Early Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results. Early Milestones works to ensure that all children and families, especially those who have been historically marginalized, have access to the opportunities and resources needed to be valued, healthy, and thriving. We strive to embed an equity lens into our daily work and continually update our practices to reflect new learning.

Position Summary:

Early Milestones is seeking a highly motivated, team-oriented individual with a passionate interest in strengthening early childhood systems for a full-time-position. The purpose of this role is to foster the success of grantees across the state as they implement innovative solutions to tough child care challenges worsened by the pandemic through the Community Innovation and Resilience for Care and Learning Equity (CIRCLE) initiative (see [Colorado SB21-236](#)). Under the guidance of the Project Director, CIRCLE Initiative, this position is responsible for conducting day-to-day project activities to ensure the success of the CIRCLE Initiative, including: collaborating with a team to guide and support grantees, building and supporting strong relationships with stakeholders across the state and creatively contributing to a systems- and equity-focused learning environment around this project. This position is grant-funded through September 2023, with continuation based on available future grant funding.

Essential Duties & Responsibilities:

Project Implementation

- Support the project director in managing overall project implementation, including executing activities of the project work plan on time and on budget
- Build trusted relationships with CIRCLE grantees, monitor progress and support grantees in meeting participation requirements and expectations
- Plan and provide ongoing training and technical assistance to CIRCLE grantees in alignment with CIRCLE objectives, fiscal requirements, and their individual needs

- Facilitate meetings and discussion with grantees; and provide independent presentations as requested (e.g. managing learning communities, facilitating peer-to-peer calls, creating online resources, and setting up discussion boards).
- Report grantee progress and challenges to the project director, and assist in troubleshooting on an ongoing basis
- Inventory and analyze all CIRCLE grant projects to identify alignment across regions, project topics and grantee needs

Promote & Support Grantees

- Monitor grantee engagement/experience, identify ongoing information needs among grantees, and ensure grantees have up-to-date information about the CIRCLE initiative
- Promote the work of CIRCLE grantees by gathering stories, photos, and other noteworthy information for use in external communications
- Identify, train, and cultivate CIRCLE grant representatives who can serve as spokespeople about the CIRCLE initiative
- Identify connections between grantee efforts, challenges and successes and broader state systems. As appropriate, facilitate grantee engagement with state-level stakeholders to ensure the spread of promising practices
- Assist with collecting and analyzing data and writing and producing project reports
- Assist with coordinating and creating content related to website updates, social media, and broad communications about CIRCLE activities to promote and elevate work occurring through CIRCLE grants

General Support

- Assist with creating and maintaining a directory of informational and other resources available to CIRCLE grantees and promote use
- Assist in developing processes and managing records related to project activities.
- Ensure compliance to relevant state and federal laws, rules, and regulations
- Provide back up to other project staff as needed.
- As applicable, translate and proofreads materials (English/Spanish)

Knowledge, Skills & Abilities:

- Demonstrated personal qualities of integrity, credibility, and a commitment to and passion for the mission of Early Milestones Colorado
- Understanding of racial equity, health equity, racial disparities, and social justice frameworks, and a willingness to actively participate in advancing Early Milestones' work relative to racial, social, and economic justice.
- Strong interpersonal skills with enthusiasm for working with a diverse range of stakeholders and to collaborate with others to execute work
- Excellent verbal and written communication skills and the ability to read, write, speak, and understand the English language fluently
- Excellent organizational and time management skills to meet deadlines and multi-task within a fast-paced environment
- Ability to think strategically and independently solve problems, as well as flexibility to modify approaches to meet the changing needs of the organization
- Demonstrated ability and interest to quickly learn new software and electronic applications

Education and Experience Requirements:

Required:

- Bachelor's or associate's degree in education, early childhood or related field plus at least 3-5 years of professional experience in an early childhood, health, education or human services program directly serving providers, young children and/or families
- OR**
- high school completion plus at least 5-7 years of professional experience in an early childhood, health, education, or human services program directly serving providers, young children and/or families
 - Excellent knowledge and experience with Microsoft Office and virtual communication tools (Zoom, etc.)

Preferred:

- Professional experience in program administration, project management, and/or familiarity with early childhood best practices, quality improvement and/or evaluation preferred.
- Written and verbal proficiency in both English and Spanish preferred
- Lived and/or professional experience in Colorado preferred

Location Requirements:

Early Milestones staff are primarily working remotely during this time, although this position may require some in-person interactions with some staff. We do have an office location downtown Denver if preferred. In-person internal and external meetings may be necessary to fulfill the duties of the position. Staff members are provided with appropriate equipment and access to technology to effectively work from home. While working virtually, staff must ensure remote environment has consistent access to high-speed internet, generally free from distractions.

Benefits:

Early Milestones is proud to be recognized as a Family-Friendly (FF+) Business through [Health Links](#). Benefits include medical, dental, vision, and life insurance; paid time off (vacation and personal days); parental leave; an employer-matched 401(k) plan; ongoing professional development; and the opportunity to work with and learn from a terrific team!

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position works in a standard on-site business environment, and routinely uses standard office equipment such as laptop computers, copy machines, scanners, and telephones. The position consists of frequent extended hours in front of a computer screen with occasional standing, walking, lifting, moving, and traveling to meetings. There may be regular group and public speaking involved in the duties of this position.

To Apply:

Please send your resume and a cover letter to recruiting@earlymilestones.org referencing "Project Manager" in the subject line.



Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.

Early Milestones is dedicated to the principles of equal employment opportunity and seeks diverse perspectives, experiences, and skills to enhance our culture and fulfill our core values. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer, and non-binary people, veterans, parents, first-generation immigrants, those who were first in their families to attend college, and individuals with disabilities to apply. We are committed to inclusive, barrier-free recruitment and selection processes and will be happy to work with applicants requesting accommodation at any stage of the hiring process.