



## **Program Specialist Position Description**

### **Organizational Overview**

Denver Preschool Program's vision is that every child in Denver enters kindergarten ready to reach their full potential. Our mission is to increase access to quality early childhood education programs for all Denver children in their last year of preschool before kindergarten and, in collaboration with preschool providers across the city, to raise the level of quality preschool programming.

Denver Preschool Program is an innovative organization, delivering quality programming while exploring the frontier of how to better serve Denver's children and families. Staff work collaboratively on shared goals while also executing in high quality and efficient ways on independent streams of work. We are a small staff with a big impact.

Denver Preschool Program is actively engaged in the important work of defining approaches to promote and operationalize racial Equity, Inclusion and Diversity (EDI). We are focused on: (1) creating a supportive, welcoming and equitable environment, (2) encouraging belonging and inclusion via organizational policies and practices; (3) promoting equity, cultivating diversity, and fostering inclusion and (4) supporting the ability to speak openly and authenticity about EDI values. We also operate from a strategic plan that guides us in our service to the Denver Community.

### **Position Purpose**

The Program Specialist will work across focus areas and functions at DPP to provide project management support across current programming and special projects. This role will support project implementation for key needs in Communications, Quality Improvement, Evaluation, and Enrollment, requiring this individual to be flexible and a quick learner, with willingness to be a jack-of-all-trades. This position will have both emergent and consistent responsibilities associated with each of these areas, and help DPP's core team members work together across their functional roles or specialty areas. Examples of types of projects this role will support includes: helping to track and report on internal data, supporting special task groups and committees with project follow through, supporting new pilot initiatives, implementing programmatic aspects like DPP's teacher awards, teacher professional development funds disbursement, and roll out of special events. This role requires strong project management skills, writing and analytical capabilities, reliable follow through while managing multiple streams of work, and strong self-initiative and independence.

### **Position Requirements**

Due to the nature of this position and its role in supporting DPP's Directors and Chief Operating Officer, this position will involve in-office work with some flexibility to work from home, as well as the possibility of needing to be on-site at partner locations for events or trainings, requiring reliable transportation and proximity to Denver. This position may also require light lifting of 10-15 lbs of office supplies and communication materials.

### **Job Duties**

#### **Project Management**

- Responsive to the needs of all program areas including: Quality Improvement, Communications, Operations, Evaluation and Enrollment
- Supporting the recruitment and onboarding of new preschool providers
- Supporting innovative projects to expand preschool access in Denver
- Provide support for policy and procedure implementation and documentation
- Oversee Quality Improvement processes such as insurance tracking, provider renewal management, award and stipend distribution and creating training certificates
- Partner with DPP's Directors to convene, plan and implement of committee meetings as necessary

#### **Data and Analytical Supports**

- Provide support to ensure DPP's vast databases and sources remain up-to-date and utilized
- Maintain data stewardship both internal and external
- Continuously track data as necessary
- Support the public dissemination of reports and presentations

## **Directors Support**

- With the guidance of the Chief Operating Officer, support projects and programs for all DPP Directors
- Participate in committee meetings as necessary

## **Competencies**

- Mission Driven - Demonstrates personal qualities of integrity, credibility, and a commitment to and passion for the mission of DPP
- Communicator – Excellent verbal and written communication skills with the ability to communicate persuasively and articulately both verbally and in writing; high level of emotional intelligence
- Planning and organizing – strong organizational skills and ability to prioritize time efficiently, handling multiple tasks and projects to meet deadlines on a timely basis; superior organizational skills and project management abilities. Ability to think and act strategically to prioritize and modify goals and processes to meet the changing needs of the organization
- Problem solver – resolves challenges in a timely manner; gathers and analyzes information skillfully to make sound, informed decisions. Exercises independent judgement, think critically and strategically, collaborate with others to execute work
- Tech savvy – advanced level experience in Word, Excel, PowerPoint, spreadsheets, and development of reports; familiar with conference calling and projection equipment for meetings
- Data understanding - Basic data analysis skills, including descriptive statistics (frequencies, means) and qualitative analysis (finding themes from data). Comfort with and/or willingness to learn analysis software such as Excel and SPSS
- Attention to detail – demonstrates accuracy, thoroughness, and attention to detail
- Adaptable – adapts to changes in the work environment; manages competing demands and is able to deal positively with frequent change, delays or unexpected events
- Dependable - consistent at work; follows instructions; responds to management direction and solicits feedback to improve performance; reliable with a high level of integrity
- Independent team member – Ability to participate in collaborative teams, proficient interacting with a wide variety of people; comfortable and efficient working with little supervision; self-motivated with a positive attitude and strong work ethic
- Able to work occasional evenings and weekends for events or meetings
- Spanish-speaking desired
- Bachelor's degree in communications, business administration, non-profit management or related field desired

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Company. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit a letter of interest and resume to [hr@dpp.org](mailto:hr@dpp.org). Denver Preschool Program will consider applications on an ongoing basis until the position is filled.

This is a full-time, non-exempt position. Compensation is based on experience and pays between \$50,000 - \$70,000. Benefits include health, dental and disability insurance, retirement plan, and paid time off.