



Compliance Coordinator

State job classification: Program Coordinator II (Band 6)

Status: FTE

Organization

South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Local Partnership Team

Over the past 20 years, the SC First Steps Local Partnership Team has evolved to meet the changing needs of local county partnerships and to adapt to the opportunities provided as the early childhood education field advances its knowledge and experience within our state and nation. First Steps' Enabling Legislation describes Technical Assistance (TA) and consultation as a duty of the state office to, *"provide technical assistance, consultation, and support to county partnerships to facilitate their success including, but not limited to, model programs, strategic planning, leadership development, best practice, successful strategies, collaboration, financing, and evaluation.* The state is divided into seven regions comprised of six to seven counties. Each region has an assigned Local Partnership Program Officer. Local Partnership Program Officers also have an area of expertise which includes evaluation and data management, parenting and home visiting, early education and child development, non-profit management and governance, health, and transitions.

Position Description

The Compliance Coordinator will lead compliance and accountability efforts for the 46 First Steps local partnerships through data collection, management, analysis, and outlined reporting. The Compliance Coordinator will monitor compliance of First Steps local partnerships with established

requirements in statute, Program and Operational Guidelines, grant agreements, and other defined standards in coordination with their assigned Program Officers and other team members. Ensure compliance with grant awards, bylaws, Program and Operational Guidelines, etc. through the ongoing management of data, monitoring, reporting, and providing accountability. This position is based in Columbia, SC.

Responsibilities and Duties

1. Lead monitoring efforts of local partnerships to ensure compliance with standards, including, but not limited to, those outlined in the First Steps' enabling legislation, Program and Operational Guidelines, and grant agreements. 20%
2. Facilitate the monitoring and evaluation process for on-site visits with local partnerships to ensure compliance and accountability to these standards. 20%
3. Collaborate with internal and external partners in collecting, managing, evaluating, analyzing, and disseminating data to appropriate users. Identify issues with data collection systems and work collaboratively with the Database Administrator to ensure the integrity of data entered and develop solutions, as necessary. 30%
4. Communicate issues with data entry and collection, in collaboration with the Database Administrator, with local partnerships, Program Officers, and program leads. 15%
5. Develop and disseminate regular reports to Program Officers and program and agency leadership. Follow brand standards in all reporting. Support data literacy efforts and data-driven culture of First Steps, including teaching and supporting local partnerships, Program Officers, and other program and agency staff how to use and interpret data. 15%
6. Work collaboratively with internal and external customers on the transition and implementation of the new program and case management data system (KITS) and support the training of local partnership staff and development of standard reports. 5%
7. Other duties as assigned. 5%

Qualifications and Skills

Required

- Bachelor's degree (minimum) in Public Administration, Statistics, Non-profit Management, Public Health, Sociology, or related field
- At least five years of related work experience
- Proficient in Microsoft Office Suite
- Moderate knowledge of database structures, operating systems, data security, database policy and procedure development, systems integrity and monitoring, project management, process management, quality assurance/audit.
- Knowledge of the compilation, analysis, and presentation of data, including development of relevant technical documentation.
- Strong problem solving, leadership and analytical skills.
Excellent oral, written, and interpersonal communication skills
- Ability to work well with people and exhibit awareness and sensitivity to diversity
- Ability to demonstrate and promote inclusivity and cross-cultural competence

Preferred

- Master's degree from an accredited university in Public Administration, Statistics, Non-profit Management, Public Health, Sociology, or related field

- Experience in project management, non-profit leadership development or non-profit management
- Good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings
- Ability to possess initiative and problem-solving capabilities
- Ability to work well with people

Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Maintain and show proof of personal auto insurance
- Limited in-state travel, with an occasional overnight

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

To apply, submit your official application at <https://bit.ly/3lnnFX3> and send your cover letter and resume to Avian Jones at hr@scfirststeps.org.