

Job Title: Program Coordinator/Evaluator

Job Summary/Description: Responsibilities include working with the Anderson County First Steps Partnership Executive Director and First Steps School District early learning (ages 0-5) program coordinators to implement and evaluate strategic programs to achieve Partnership goals and outcomes that ensure school readiness for Anderson County children and their families.

Experience: public sector program coordination and implementation; development and preparation of needs assessments, strategic planning, and Comprehensive plans; meeting/monitoring monthly, quarterly, and annual data deadlines and preparing required reports; data entry on multiple screens and data analysis for various data/evaluation reports; grant writing, submitting grant applications on-line; grant implementation, grant monitoring (meeting goals/outcomes/deadlines); making presentations (primarily Power Point) relating to various work-related issues for discussion and action by the Board of Directors; and preparing and distributing e-newsletters; and website development and updates.

Qualifications, Abilities, and Skills: able to plan workload in order to meet multiple monthly, quarterly, and annual deadlines; available to attend First Steps-related meetings both virtually and in-person; strong verbal and written communications skills including preparation of Power Point presentations; problem-solving skills. Background in early learning/education would be helpful but not required.

Education: Bachelor's degree or Associate degree with equivalent experience.

Salary and Benefits: This is a part-time (20 hours per week) position.

Send resume to: Paige Wall, PO Box 41, Anderson, SC 29621 or vpwall@bellsouth.net

**For more information about Anderson County First Steps Partnership, go to:
andersonfirststeps.org**