

Bright Beginnings Central Virginia

Job Title:	Coordinated Enrollment Assistant	Reports to:	Director, Bright Beginnings CV
Department/Group:	Bright Beginnings CV	Evaluation	3,6 months provisional. Evaluation will be conducted by BBCV Director, and Leadership Chairman
Level/Salary Range:	\$17,000-\$20,000 20 hours week	Position Type:	Part Time / May be combined with other roles for full time employment

Job Description

ESSENTIAL FUNCTIONS

The Ready Regions Coordinated Enrollment Assistant for BBCV works directly with community partners in early childhood education to carry out critical recruitment and enrollment work needed to fill preschool programs to capacity, including Virginia Preschool Initiative (VPI), Head Start (HS) and Mixed Delivery (MD). The ideal candidate will engage community partners to spread the word about preschool options for three and four year old children.

Enrollment Support

- Provide leadership, direction and support to external partners
- Connect existing providers to families in need of childcare services
- Support expanding capacity for childcare and safe learning spaces for preschool aged children by assisting the Mixed Delivery program at BBCV
- Ensure that eligible families’ needs and preferences are matched with programs and childcare providers who have the capacity to serve them
- Ensure that the needs of partners sites are met; application review; support of partnership agreements
- Performs other duties assigned by BBCV Director

DETAILED RESPONSIBILITIES

- Keep an accurate and up to date list of participating partners, application numbers and eligibility
- Work with partners to sustain a coordinated enrollment process
- Assist partners in application review
- Collect information on family referrals and follow up

QUALIFICATIONS

- Ability to work on multiple tasks and prioritize appropriately; Ability to communicate effectively
- Ability to meet deadlines; Ability to work as a leader, coordinator and a member of a team

PREFERRED EDUCATION AND EXPERIENCE

College Graduate preferred.
 Experience in early childhood education environments
 Excellent interpersonal skills
 Excellent organization, time management, and follow-through skills
 Strong verbal and written communication skills

Reviewed By:		Date:	
Reviewed By:		Date:	