It is the policy of Quality Care for Children (QCC) that all employees shall receive an equal employment opportunity without regards to race, color, religion, veteran status, sex, national origin, age, marital status or disability in employment.

COVID-19 Vaccination Requirement: Must have received the COVID-19 vaccine by date of hire to be considered for position.

BOOST Scholarship Project Manager

Department: Nutrition and Parent Services
Supervisor: Director of Parent Services
Monthly Salary: $3,583 - $3,833
Status: Temporary Full-Time Position (Estimated 9/1/2023 through January 31, 2024)

RESPONSIBILITIES

Coordinate Program Eligibility and Child Care Placement
- Provide direct services to parents/guardians of children needing short-term or long-term child care
- Provide direct case management services, including intake, eligibility determination, and linkage to services
- Referral and resource dissemination to clients
- Process applications and documentation to process scholarship payments
- Conduct surveys and interviews
- Participate in regular staff meetings

Reporting
- Collaborate with Director and Vice President to gather relevant data and information for reporting purposes
- Develop and maintain a reporting calendar to track and prioritize reporting deadlines
- Compile and analyze data from various sources to generate comprehensive reports for internal and external stakeholders
- Stay informed about industry best practices and trends in nonprofit reporting to continuously improve reporting processes.
- Ensure compliance with reporting requirements for grants, contracts, and other funding sources.
- Participate in meetings and discussions to provide insights on data interpretation

Communications
- Assist in the creation and distribution of email correspondences and educational materials
- Coordinate all communication duties with Development and Marketing Department

Public Outreach Activities
- Assist with coordinating various public outreach events with community organizations to increase participation
- Nurture new and old relationships with collaborative partners

Family and Public Engagement
- Assist participating programs with family engagement activities including topics on nutrition and physical activity
- Assist families in accessing benefits programs
Quality Care for Children
Parent Services Department

Administrative Duties
• Process provider paperwork in a timely manner
• Prepares monthly statistical reports
• Data entry
• Assist staff with general administrative duties (e.g. household contacts) and assignments
• Other job duties as assigned

REQUIREMENTS
• Bachelor’s degree from an accredited college/university in Social Services, Counseling, Psychology or a related field preferred
• Proficiency with MS Office (Word, Excel, PowerPoint, Outlook) with demonstrated ability to quickly learn new software and web-based applications
• Proficiency with Salesforce
• Knowledge of CAPS (Child and Parent Services) Eligibility and Enrollment Process is a plus
• Demonstrate excellent verbal and written communication skills
• Strong time management and organizational skills
• Excellent written and oral communication skills
• Excellent Project Management Skills
• Must be detail-oriented
• Prior work in the not-for-profit, social/human services, or related industry, in particular child and family services
• Familiarity with 877ALLGAKIDS child care referral service
• Demonstrates a passion for helping children and families in need

PHYSICAL DEMANDS/WORK ENVIRONMENT
• Occasional driving
• Sitting at the computer for 4 hours or more at a time
• Speaking to customers using telephone/headset throughout the day
• Occasional weekend or evening work to support QCC at community events
• Bending, frequent use of hands, stooping, and moderate lifting (at least 25 pounds) required
• Noise level in the work environment may be high at times

ADDITIONAL INFORMATION: This position is located in Quality Care for Children's Atlanta office. This position has the flexibility to work from home on some days.