



# BEST BEGINNINGS

Alaska's Early Childhood Investment

## JOB ANNOUNCEMENT

### Program Coordinator

Best Beginnings is a public-private partnership that mobilizes people and resources to ensure all Alaska children begin school ready to succeed.

This position has two major responsibilities: ensure **Anchorage Imagination Library**, a program of Best Beginnings, runs smoothly and efficiently to provide Anchorage area children 0-5 and their families access to free, age-appropriate books; and provide **backbone support** for Best Beginnings staff and Board of Directors.

This is a part-time (30-35 hours per week), grant-funded, non-exempt position. Filling this position is a priority for Best Beginnings.

## TASKS AND RESPONSIBILITIES

### Anchorage Imagination Library (20 hours per week)

- Work with volunteer Advisory Team members and Best Beginnings staff to determine an annual work plan, with recommended program direction, goals, and budget.
- Oversee program work plan execution and evaluation. This includes regularly reviewing the program budget and ensuring objectives are met by volunteer Action Teams.
- Process undeliverable Imagination Library books for redistribution.
- Act as primary program contact for phone and email communications from parents.
- Provide support for the Family Engagement Action Team and coordination of events, including attending monthly meetings, securing event locations, etc.
- Manage volunteers for Anchorage Imagination Library including volunteer intake, relationship management, conducting background checks, maintaining volunteer job descriptions and commitments, volunteer recognition.
- Oversee database management.
- Manage short- and long-term file and data storage to keep documents current and organized.

### General Administration (10-15 hours per week)

- Maintain files and records for grants, vendors, etc.
- Process invoices for payment and make bank deposits.
- Assist with annual audit and 990 preparations, and monitor required reports.
- Assist with logistics, including travel arrangements, for board meetings, training events, and fundraising and sponsorship events.
- Maintain board meeting minutes, organizational documents, permits, licenses, etc.
- Support the executive director and staff in communications with donors, board members, and the general public.

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- Oversee management of office equipment and supplies.
- Assist with storage and distribution of early learning materials, including undeliverable books.
- Contribute to the overall strategies for accomplishing Best Beginnings' goals.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Education/Work Experience**

- Associate's degree required, BA preferred, in education, business administration, or related field **or** relevant work experience.

### **Skills, Knowledge, and Attitudes**

- Enthusiastic about Best Beginnings' mission.
- Eager to explore new ideas, learn new skills.
- Ability to maintain effective communication with Anchorage Imagination Library volunteers, Best Beginnings staff, other partners, and members of the community.
- Ability to work with a diverse group of staff and community members in a variety of settings.
- Ability to work independently, develop and implement efficient procedures, and prioritize and multitask effectively.
- Demonstrated proficiency with Mac computers, Microsoft Office Suite, and database systems.
- Prior experience with project and/or program management and reporting.
- Knowledge and appreciation of Alaska's cultural, geographic, and economic diversity.
  
- Access to a reliable, insured automobile to be used for work-related travel in the Anchorage area is required.
- Alaska driver's license required.

## **BENEFITS**

- Flexible work schedule
- Holiday pay and prorated paid time off (PTO)

## **COMPENSATION**

- \$18-22 per hour

## **TO APPLY**

Please email (with "Program Coordinator" in the subject line), fax, or mail a letter of interest; resume; and names, addresses, and telephone numbers of two professional references to:

Abbe Hensley, Executive Director  
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