



Job title: *Program Associate* (Part Time, 10-20 hours/week)

Reports to: Chief Executive Officer

Job purpose

This position is designed to oversee CoAIMH's *Foundations/Fundaciones* Course and support in the area of professional development programs and offerings made available to professionals who work with and on behalf of young children ages 0-6 and their families/caregivers. Additionally, this role will support the CEO in the exploration of funding and partnership opportunities for professional development programs.

**Colorado Foundations / Fundaciones de Colorado* is CoAIMH's 8-Module foundational training for infant and early childhood professionals. The course is unique in its ability to promote a shared understanding and common language of infant and early childhood mental health principles to all professionals who touch the lives of infants and toddlers and their families. In doing so, Colorado's early childhood community will be equipped and locally partnered to provide a continuum of high-quality, consistent infant and early childhood mental health support to children and families. The course is available in English and Spanish.

The role of the *Program Associate* involves the following major tasks:

The Program Associate will provide support for grantmaking programs and community engagement outreach for our membership, along with coordinating the ongoing *Foundations/Fundaciones* course. The Program Associate will support and contribute to CoAIMH's strategic vision, and the continued evolution of CoAIMH's programming. This will include assistance in the proposal submission and review process, grants management, and support of the CEO.

Duties and responsibilities

1. Manage CO Foundations / Fundaciones de CO

- Serve as the point person for the *Colorado Foundations / Fundaciones* Course
- Identify Host Communities and provide support with course implementation
- Provide regular technical assistance to CoAIMH's cohort of Master Trainers
- Partner with *Fundaciones* Master Trainer Advisors to provide technical assistance to bilingual, Spanish-speaking Master Trainers
- Manage the ongoing cultural translation of the *Fundaciones* curriculum, in conjunction with Master Trainer Advisors
- Integrate systems of evaluation and learning into each program to allow for data-driven decision-making, continuous learning, and program evolution based on results
- Manage partnerships with contractors providing curriculum support
- Support the grant writing and reporting process

2. Manage 10-month (10/20 – 7/21) Learning Collaborative (Equity and Diversity Considerations in Infant and Early Childhood Mental Health)

- Manage all logistics to include but not limited to providing accurate virtual meeting links, registration of communication platform, sharing resources, confirming with and supporting the preparation for all speakers, providing technical support, etc.

- Co-facilitating the “holding” of each monthly session and virtual communication space in between sessions
 - Developing mid-point and final evaluation
 - Manage the processing of payments for all speakers
- 3. Build Community Partnerships**
- Work closely with CEO to represent CoAIMH at community, statewide, and national events as need and per responsibility
 - Identify new and diverse statewide communities for professional development partnerships and offerings
 - Support the CEO in partnership site visits and webinars
- 4. Identify and Manage Application Process for Funding Opportunities**
- Support in identifying potential funders to support CoAIMH’s programs and growth
 - Attend funding presentations and participate in roundtables, as needed
 - Support program narratives and budgets for potential funding of programs
- 5. Other tasks, as needed**
- Support with content development for social media, newsletter and other communication pieces

Preferred Qualifications

- *Infant Mental Health Endorsed®* OR eligible to be *Infant or Early Childhood Mental Health Endorsed®*.
- Specialized knowledge: Familiarity with principles related to infant and early childhood mental health.
- Understanding of the early childhood mental health workforce landscape in Colorado.
- Bilingual Spanish-speaking.
- Demonstrated commitment to diversity, equity, and inclusion in the infant and early childhood field.
- Experience in program/project management, including the ability to define outcomes, organize tasks and deliverables, and successfully oversee a project to completion
- Associate’s degree or equivalent in work experience in early childhood education, social work, public health, psychology, counseling, or related field.
- Lived Work Experience is valued and honored

Required Qualifications

- Strong organizational and communication skills (both verbal and written), comfort with public speaking and establishing new relationships with individuals, organizations, and communities.
- Basic knowledge of word processing programs, email, comfort with web-based computer use, comfort with both autonomy and collaboration
- Availability: At a minimum, regular business hour in order to lead meetings, participate in outreach efforts, meet with others and flexibility in time commitments to be able to respond to inquiries and questions multiple times throughout any given week.
- A systems thinker – someone capable of reflecting on the “big picture” while simultaneously analyzing process detail

- Ability to prioritize multiple and constantly changing tasks, as well as the flexibility to work effectively in either a team environment or independently
- Analytical skills and the ability to identify and utilize information resources

Working conditions

CoAIMH is a membership organization and does not have an office location; as such, this position does not have a designated workspace. The person filling this position will need to work from home or an existing workspace. The position requires access to a computer, phone, printer and scanner, internet service. Additionally, the Program Associate needs to be able to travel to meetings and presentations, as public health orders allow. These will most often occur in the Denver Metro area but will occasionally take place in other regions of Colorado.

The *Program Associate* will be hired on as part-time (10-20 hours/week or up to .5 FTE) CoAIMH staff. There is opportunity for growth as the organization continues to grow and diversify funding support. The salary for this .5 FTE position is \$25,000 per year.

It is an internal goal that this role will grow through available funding into a full time FTE funded position in the future.

CoAIMH's Anti-Discrimination Statement: The Colorado Association for Infant Mental Health does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

If interested in applying for this position, please submit a resume/CV and cover letter to Dr, Jose Silva, Executive Director, at coaimh.ed@gmail.com **no later than Wednesday, August 28 at 5pm.**