



Professional Development Consultant, posted September 8, 2016. Open until filled

Position Title: Professional Development Consultant

Program: Care About Childcare at 655 East 4500 South, SLC, UT

Reports to: Professional Development Coordinator

Full time position with benefits - Monday through Friday, up to \$14.50 per hour

FLSA Status: Non Exempt

Bilingual - English and Spanish speaking preferred

General Summary: Assist the Professional Development Department with the preparation, organization and scheduling of Career Ladder (CL) Classes. Answer providers' questions on CL classes and other professional development issues.

Essential Job Functions:

General Office Duties:

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled
- Keep count of phone calls received for statistical and reporting purposes
- Maintain a filing system for paperwork
- Coordinate with Program Coordinator and Director to maintain phone coverage for the department
- Assist the department with any copying, mailing, printing and other duties as assigned
- Update calendar and inform supervisor of schedule changes and needs
- Follow company policies and procedures
- Keep personal use of time to a minimum. Submit agency paperwork to appropriate supervisor in a timely manner.
- Dress appropriately and represent the agency in a positive manner
- Communicate with co-workers and team members in a positive, respectful and professional manner. Willing to work on good communication techniques, team building techniques and other ways to improve the CAC team.

Training Duties:

- Answer Professional Development phone calls on CL classes, training schedule, CDA and any other information related to the Professional Development department
- Register participants in CL classes
- Prepare CL class materials. Copy handouts & prepare additional materials for instructors
- Prepare new and revised materials for CL classes to be taught
- Make order/purchase request to Professional Development Coordinator for class materials
- Coordinate with CL training staff to set quarterly CL class schedule
- Edit classes in the Statewide Training Registry and enter participants, including gratis slots
- Report usage of pens and online class registration
- Record attendance to CL classes and ensure accuracy with OCC Quarterly Report
- Prepare course evaluations, attendance sheets and instructor time sheets
- Keep mailing list updated
- Provide outreach and coordination with professional child care associations, newsletter and media
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of/ability to learn company programs and services, policies and procedures
- Skill in operating equipment, such as personal computer, word processing and excel software and IT systems
- Skill in oral and written communication
- Ability to communicate with employees and various business contacts in a professional and courteous manner
- Excellent customer service skills
- Interest in working with people from all backgrounds and cultures
- Ability to work in a team environment
- Ability to organize multiple work assignments and establish priorities
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to pay close attention to detail and to ensure accuracy of reports and data
- Bilingual (Spanish) preferred

Education and Experience:

Office experience, including computer literacy, customer service experience, college education/ degree preferred

Physical Requirements:**Percentage of Work Time Spent on Activity**

	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking	X			
Climbing/stooping/kneeling		X		
Lifting/pulling/pushing			X	
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

To apply, please email a cover letter and resume in PDF format to -

Ms. Encarni Gallardo

C/O Katie Shell

Katie@cssutah.org

Websites -

www.cssutah.org

www.careaboutchildcare.utah.gov

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