

JOB TITLE: T.E.A.C.H Early Childhood® Scholarship Counselor

LOCATION: New Mexico Association for the Education of Young Children (NMAEYC)
2201 Buena Vista SE, Suite 424
Albuquerque, NM 87106

DIRECT SUPERVISOR: T.E.A.C.H. EARLY CHILDHOOD® Project Director

HOURS PER WEEK: Part-Time OR Full-Time

JOB SUMMARY: Perform duties as a case manager for T.E.A.C.H. scholarship recipients within an assigned New Mexico service area by reviewing and processing applicant information according to requirements and guidelines, managing and maintaining recipient and sponsor records, recruiting eligible recipients and sponsors, advising, and providing information regarding available scholarships.

DUTIES AND RESPONSIBILITIES:

- Review and process scholarship applications against eligibility requirements
- Explain program practices, policies, and procedures to clients as needed
- Enter applicant and child care program information into database, update as needed, and verify accuracy on a regular basis
- Authorize charge approvals for college tuition
- Track and process recipient and program reimbursements
- Communicate with scholarship recipients and sponsoring programs
- Review scholarship recipient activity and update recipient/sponsor records and information
- Track wage progression and notify recipients/sponsors of raises and/or bonuses
- Answer questions and present scholarship programs to child care centers, owners, community colleges, teachers, family child care providers and related-service agencies
- Inform and recruit potential participants in a given service area by mail, phone and through various methods of outreach, including presentations to early childhood classes and conferences
- Gather necessary data and information for reporting purposes
- Treat information on T.E.A.C.H. Early Childhood® NEW MEXICO scholars, NMAEYC employees or Board members in a confidential manner
- Attend NMAEYC Board meetings, retreats, and other events, as requested
- Perform other tasks as assigned by agency leadership

SPECIAL SKILLS: Excellent oral and written communication skills with internal and external clients. Computer experience; knowledge or of demonstrated ability to learn FileMaker Pro. Attention to detail with ability to perform various administrative tasks efficiently and accurately. Must deliver quality customer service, demonstrate the ability to effectively problem-solve, and work in a team environment. Bilingual skills (English/Spanish or English/Native American language) are desired.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A Bachelor's Degree in Early Childhood Education, Child Development, or a related Human Services field is required, as well as at least two years of experience with early childhood programs.

SALARY RANGE: \$30,000-\$35,000 per year, with benefits

SPECIAL WORKING REQUIREMENTS:

- No substantiation or criminal conviction of child abuse or neglect
- Must be able to use a computer and office machines in a closely-shared space
- Need to accommodate a flexible schedule, including occasional evening and weekend work
- Some in-state travel is required, as well as an annual conference out-of-state
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- An automobile at his/her disposal, a valid, non-suspended New Mexico driver's license, and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Hiring and retention contingent upon funding

For more information, please call (505) 243-5437.

To apply for the position of T.E.A.C.H. Early Childhood® Scholarship Counselor, please send a cover letter and résumé to:

T.E.A.C.H. Early Childhood® Project Director
2201 Buena Vista SE, Suite 424
Albuquerque, NM 87106

Or e-mail to: dan@nmaeyc.org

For more information about New Mexico Association for the Education of Young Children, go to www.nmaeyc.org

Preference is given to applications received before July 3, 2009.

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