

JOB DESCRIPTION:	Early Childhood Program Coordinator		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	ECP Program Director		
EEO CLASSIFICATION:	Service Workers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#850000	DATE APPROVED:	26-MAY-2021
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Provides administrative and secretarial support to assist in the efficient and effective operations and dissemination of information for a specific division of the University administered by Early Childhood Programs.

DUTIES:

1. Acts as primary liaison for the ECP Program Director with the ECP kitchen staff, Early Childhood Education Program, faculty, Family Counseling Center, and the general public. Answers questions and provides information about all of the programs and activities within scope of delegated authority.
2. Tracks food program records and files as required by the Child and Adult Care Food Program (CACFP) and completes monthly and annual reports as required by the CACFP. Manages budget and maintains records required for the efficient operation of the CACFP. Works closely with the ECP Budget Manager.
3. Maintains training, scheduling, and managing of kitchen staff for efficient and effective preparation of the daily meals and snacks required for the children of the Early Childhood Programs.
4. Assists in preparation and submission of purchase requisitions. Completes shopping for required food and supplies for everyday activities and special events. Assists with kitchen coverage as necessary.
5. Assists in activities necessary to support special projects and events.
6. Coordinates collection and dissemination of materials and information for recruitment events. Assists the Early Childhood Education faculty with books and supplies. Prepares and distributes a variety of materials, attends meetings, and maintains calendars, screens telephone calls, and incoming mail.
7. Collects fingerprints and processes appropriate paperwork to complete background checks for educators and students as required by licensing agencies.
8. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associate degree in Business Administration or related field with 2 years of experience or High School Diploma or GED plus 5 years administrative/secretarial support work in an Early Childhood setting or a professional business setting with supervisory responsibilities in office management, bookkeeping, computers, or customer service required.

Bilingual (Spanish) preferred.

2. **Job Knowledge:** Adheres to the NAEYC Code of Ethical Conduct and Statement of Commitment. Adheres to and ensure compliance of the Federal Regulations required by the Child and Adult Care Food Program. Adheres to and ensure compliance of the New Mexico Environment Department Environmental Health Bureau's regulations. Adheres to all NM Environmental Department as a Certified Food Handler. Knowledge of the principles and practices of office management. Knowledge of applicable accrediting, licensing, regulatory requirements, standards, and reporting. Skill in communicating courteously and professionally, and above-average writing ability. Skill in establishing and maintaining effective working relationships with a variety of community members, students, families, children, and staff. Skill in working in an environment subject to frequent interruptions, changing priorities, and use of judgment in the release of confidential information. Must be knowledgeable of University policies and procedures and state and federal law application to the program. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)