



## Job Posting

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<b>Job Title:</b>	Project Associate
<b>Pay:</b>	Competitive
<b>Department:</b>	Program Division – EHS Start-Up Consultant Project
<b>FLSA Category:</b>	Exempt
<b>FTE:</b>	1.0 (Full-time)
<b>Reports To:</b>	Project Manager, Early Head Start Start-Up Consultant Project
<b>Work Location:</b>	Washington, DC
<b>Posting Date:</b>	January 20, 2010

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### Summary

The Early Head Start Start-Up Consultant Project is an 18 month project that will provide support to newly funded Early Head Start (EHS) programs by creating a corps of Start-Up Consultants who will help grantees plan and prepare for implementation of EHS services.

The Program Associate will support the activities and program staff of the EHS Start-Up Consultant Project on organizing, implementing and maintaining the registration and reporting functions for the Task Order. This position will monitor and update the content of the online registration system, manage and troubleshoot the on-line database, generate reports, and serve as the liaison with Early Childhood Learning and Knowledge Center (ECLKC).

### Essential Duties and Responsibilities

- Responsible for planning, organizing, implementing and maintaining the registration and reporting functions for the EHS Start-Up Consultant Project.
- Monitor, troubleshoot and update the on-line database and generate periodic reports as necessary.
- Ensure conformity of Start-Up Consultant profiles and currency of their data in the database.
- Monitor and update the content of the online registration system for training events.
- Create and update forms including online forms for the training events.
- Provide content for the ECKLC and serve as the liaison from this project to the ECLKC.
- Assist all Start-Up Consultant Projects staff with project activities including but not limited to copying, collating, preparing, designing, and disseminating materials related to the work.

- Contribute to the overall vision and work of the Center activities by participating in regular staff meetings.
- Other duties as assigned.

### **Knowledge, Skills and Abilities Required**

- Strong customer service skills;
- Strong meeting/event planning skills;
- Strong organizational skills;
- Proficient in MS Word, Access, Excel and Power Point;
- Ability to manage multiple responsibilities effectively and efficiently;
- Ability to work independently and as a strong member of the team;
- Ability to be flexible;
- Strong interpersonal skills;
- Ability to perform under tight deadlines;

### **Education**

- Associate's or Bachelor's degree preferred or equivalent experience.

**ZERO TO THREE: National Center for Infants, Toddlers, and Families is proud to be an EEO Employer**

**To apply submit cover letter and resume with salary history to:**

ZERO TO THREE, National Center for Infants, Toddlers and Families  
Attn: Human Resources Department  
2000 M Street, NW Ste. 200  
Washington, DC 20036

-or-

E-mail [HR@zerotothree.org](mailto:HR@zerotothree.org)

-or-

Fax: (202) 857-2661