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# Job Opening

# Quality Initiatives Program Assistant

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**Posted: 7/18/17**

**Available Immediately**

**Full Time**

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Think Small, Minnesota's leader in early learning, is dedicated to advancing early childhood care and education. This position will provide outreach, clerical and technology support to the Quality Development team.

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## Essential Job Functions

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- Identify and reach out to licensed child care providers by phone, email, mail, and in person meetings to invite participation and to enroll them in special initiatives, including Pathways to Quality and Parent Aware
  - Present information and trainings to community networks on special initiatives
  - Assign assessors and conduct child assessments for the use of the Minnesota Executive Function Scale (MEFS) in special initiatives
  - Collect, track, and report data on recruitment and activities for internal use and partner agencies
  - Organize programs, events, meetings or conferences
  - Create and maintain database and spreadsheet files
  - Support SVP of EC Development and SVP of Family Engagement in absence of Executive Assistant
  - Adapt to changes in the work environment, manage competing demands and deal with frequent change, delays or unexpected events
  - Maintain confidentiality of all corporate, personnel and research matters
  - Assist with set up and running of meetings and events including technology
  - Point of contact for facilities and supplies and technology support at the West Metro office including: conference calls, video conferencing, and other technologies.
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## Requirements

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- Bachelor's degree in social work, communications, public relations or a related field
  - Knowledge of child development and/or the Minnesota child care field preferred
  - Ability to read, write and speak in English and Somali, Hmong, Spanish or Arabic. is an asset
  - Accurate data entry skills and ability to edit for spelling, punctuation and grammatical errors
  - Excellent communication skills, both written and verbal
  - Ability to respect and relate effectively with individuals and organizations of diverse backgrounds
  - Strong project management skills, attention to detail and good follow-through
  - Ability to work individually or as team and be self-motivated
  - Advanced computer skills in Microsoft Office (Outlook, Word, PowerPoint, Excel, etc.) and Experience updating website entries
  - Working knowledge of mobile applications, smart phones, video and audio conferencing technology
  - Some evening and weekend hours required
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## Salary and Benefits

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Think Small offers a minimum of \$15.67 for this position and an excellent benefits package. Our 100+ employee agency offers flexible schedules and a family-friendly, professional work environment. This position will be located in our Minneapolis office on Hennepin Avenue between Interstate 35W and Highway 280.

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## How to Apply

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Email cover letter and resume with salary expectations to: [jobs@thinksmall.org](mailto:jobs@thinksmall.org) with the job title on the subject line

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**Think Small is an Equal Opportunity and Affirmative Action Employer**  
10 Yorkton Court, St Paul, MN 55117

