



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

PROGRAM SUPPORT COORDINATOR

Division: Early Childhood

Supervisor: Deputy Director of Operations

FLSA Status: Non Exempt – Non Union

Qualifications:

1. Associates degree required.
2. One (1) year of database management experience.
3. One (1) year of experience with Microsoft Office, including Excel, required; experience with Microsoft 365 is a plus.
4. Valid Michigan driver's license, current automobile insurance, and ability to travel for job related activities.
5. Must be able to meet the physical demands of the job.

Job Mission:

Provide administrative and clerical support for Early Childhood Services division.

Performance Standards:

1. Assist with administrative support for Grantee Operations in the Early Childhood Services division including in-person and zoom meeting facilitation, minutes, and travel arrangements.
2. Manage purchases and complete purchase requisitions for the Head Start program. Assist with grantee supplies & inventory.
3. Manage Early Childhood Services Data management software (M.S.D.S. database, etc.). Responsible for entering and tracking Head Start student data, In-Kind data, Grantee Location Licensing Renewals, Staff Credentials/ Trainings and Volunteer data for analysis purposes.
4. Serve as a liaison to the Head Start Policy Council in all matters relating to early childhood programming, developing agendas, and coordinating monthly meetings.
5. All other duties as directed by the supervisor.

Hours & Wage

\$15.59 per hour

40 hours per week; 52 weeks per year

Location

Pontiac

Job Title: Program Support Coordinator

Division: Early Childhood

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	
Stand	1	
Walk	1	
Bend/Stoop		

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	No	
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	No	
Kneel	No	
Pushing	Yes	

	Pounds	Comments
Weight Carried	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: May 6, 2022