Fresno State Programs for Children

PROGRAM COORDINATOR – PROGRAMS FOR CHILDREN

JOB ANNOUNCEMENT #26-850

POSITION SUMMARY:	**Full-time, benefited position for Fresno State Programs for Children.** Fresno State Programs for Children (PFC) provides child development services for children three months to 12 years old and has three sites located on the California State University, Fresno campus. PFC primarily serves children of Fresno State students, with limited services available to faculty, staff, and the broader community. The Program Coordinator supports with PFC's day-to-day operations, including coordinating enrollment and eligibility processes, monitoring program finances, supporting with reporting and documentation, and administrative responsibilities. The position helps ensure that the program operates effectively, complies with applicable licensing requirements, and provides high-quality services to children and families.
ESSENTIAL JOB FUNCTIONS:	**Enrollment, Attendance and Contracts:** • Verify eligibility and enroll children according to contract requirements • Review enrollment paperwork for accuracy and completeness, and maintain confidential, up-to-date children's records. • Complete "Notice of Action" forms • Prepare and monitor monthly sign-in sheets, and work with classroom staff to track children's attendance • Determine applicable fees, prepare parent billings, and collect payments • Collaborate with center directors and program director to develop and meet recruitment and enrollment targets • Prepare and submit required contract and enrollment reports, including reports related to attendance, monthly and annual CACFP, accounts receivable, immunizations, and billing **Financial/Budget:** • Support with budget monitoring activities including monthly income and expenses • Support with the development of annual program budget by gathering and organizing relevant financial information • Prepare and submit payment authorizations with appropriate supporting documentation, ensuring all forms are accurate, complete, and submitted in accordance with accounting procedures/deadlines **Administrative Support:** • Maintain organized program records and files • Provide administrative support to site supervisors in completing a variety of center-related tasks and duties • Submit and track service requests to the University for repairs and other services • Organize and maintain program files so information is accessible and easy to understand • Assist program staff with ordering materials for the program as needed • Perform other duties may be assigned
QUALIFICATIONS & EXPERIENCE:	*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* **Required:** • High School diploma required • Two years of administrative experience required, including experience maintaining records, reviewing documents for accuracy, and preparing reports

	• Experience with basic bookkeeping or financial tasks, such as tracking expenses, processing payments, or preparing invoices • Proficiency with standard office software, including spreadsheets, word processing, and email/internet • Strong organizational skills and attention to detail • Ability to handle confidential information with discretion • Strong written and verbal communication skills, with the ability to work effectively with a diverse population including students, families, staff, and program leadership • Ability to manage multiple priorities, meet deadlines, and maintain accuracy in a fast-paced environment **Preferred:** • Bachelor's degree preferred • Familiarity with federal and state-funded CCTR, CSPP contract programs • Experience with enrollment, eligibility, attendance tracking, or billing in a childcare or early childhood education program. • Familiarity with CACFP reporting and childcare contract requirements. • Experience assisting with budget preparation or monitoring.
COMPENSATION:	**$22.00 - $24.00 per hour.** Benefits include health, dental, vision, 403(b), life insurance, and vacation, sick and holiday pay.
DEADLINE:	Application review begins **December 3, 2026**. Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. **E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu**

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click http://fresnostate.edu/adminserv/smokefree/index.html
Employment for this position is by the Fresno State Programs for Children. This is not a State of California position.
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