

CONTRACT OPPORTUNITY:
Administrative Services
Part-time, 20-30 hours per month

Date posted: June 26, 2026	Contract Period: July 1, 2026 through June 30, 2027.
----------------------------	--

- Interested individuals are asked to please send a summary of related work and a letter of interest to: barb.bremner@unitedwaydm.org
- For more organizational information, please visit <https://www.pceci.org>

Program Summary: Polk County Early Childhood Iowa (PCECI) issues contracts to programs that serve children prenatal through age 5 and their families in Polk County. Funding is provided through an annual legislative allocation to the Iowa Health & Human Services budget. Polk County Early Childhood Iowa funds and activities are directed and overseen by an executive director and 15-20-member board. The Polk County Early Childhood Iowa Board's mission is to work with community partners to make investments to achieve long-term positive results for expectant mothers, children zero through age five, and their families. United Way of Central Iowa (UWCI) serves as the fiscal agent for the PCECI program.

Contract Period: July 1, 2026 – June 30, 2027

Rate of Pay: \$35.00 (contractor is a non-employee and responsible for paying federal, state and FICA taxes)

Anticipated work hours: 20-30 hours per month

Scope of work includes:

1. Financial tracking and invoice processing: Process invoices on a monthly basis. Invoices arrive on the 10th business day of the month. All invoices and accompanying documentation must be printed. Mathematics must be checked. Submit to executive director for review.

2. Board Meeting Assistance: Assist with preparations for monthly board meetings; this may include print meeting materials. Set up technology prior to meetings for members attending virtually. Take detailed minutes during monthly board meetings.
3. PCECI Website: upload agendas and minutes to website. Make additional edits and uploads as requested.
4. Community Plan: Under direction of Executive Director research Polk County data. Compile information for inclusion in an update to the Community Plan.
5. Early Childhood Iowa: At request of executive director attend ECI-related meetings and take accurate notes.
6. Expand community connections and relationships: At request of executive director attend community held meetings.
7. Document preparation: Facility with Microsoft Word, PowerPoint, and Excel software. Assist with formatting operational documents.

Contractor Requirements:

- Expertise with Microsoft office suite and financial reporting.
- Ability to focus on details and thorough completion of tasks. Ability to work independently and collaboratively in a team environment.
- Knowledge of local community resources and social service agencies.
- Proficiency in basic computer skills (e.g., data entry, email, and internet research).
- AA or equivalent.

Contractor Attributes:

- Accurate and attention to detail.
- Mathematical understanding required.
- Strong interpersonal and communication skills.
- Problem-solving skills and resourcefulness.
- Self-motivated.
- Ability to adapt to diverse and changing environments.
- Commitment to learning about early childhood services, Early Childhood Iowa, and Iowa Health and Human Services.

All qualified contractors will receive consideration for the contract award without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. Polk County Early Childhood Iowa and United Way of Central Iowa will consider qualified contractors with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are an individual with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for this, please call 515 -257-1439.