



## **Position Description – Intake and Eligibility Specialist**

Early Childhood Options (ECO) seeks an **Intake and Eligibility Specialist** to assist the Tuition Assistance Manager in coordinating enrollment and eligibility of Summit County children ages 0-5 in tuition assistance programs offered in the community. ECO is a non-profit organization dedicated to improving the quality, affordability, and availability of early childhood education in Summit County, so that all young children are valued, healthy and thriving.

### **Responsibilities include but are not limited to:**

- Understand, interpret, and explain federal, state, county, and local municipality funding for child care.
- Work with families from the point of application and intake families to the program, assist families with their needs and eligibility throughout their enrollment period.
- Maintain a complete and accurate enrollment database.
- Process applications on a timely basis and assign priority points according to approved priority guidelines; verify that applications are complete and follow-up on incomplete applications.
- Work with a team to coordinate program enrollment and eligibility in all tuition assistance programs available.
- Work cooperatively with administrators, teachers, co-workers, and other early childhood professionals in the community.
- Attend regularly scheduled meetings with other coaches, community partners, and professional development technical assistance staff.
- Participate in local, regional, and national training as appropriate and as funding allows.
- Other duties as assigned.

### **Skills and Qualifications:**

- Bilingual in English and Spanish is preferred
- A minimum of an associate degree, BA or BS preferred, from an accredited university or college in Early Childhood Education, child development or related field.
- A minimum of 3 years working with early childhood systems/ services, community organizations / engagement, social services, and public resources.
- Familiarity with industry standards including Head Start Program Performance Standards, state child care licensing standards and regulations, and Colorado Department of Early Childhood programs.
- Demonstrated knowledge of and experience in developing successful collaborations.
- Skilled in analytical thinking, problem solving, and process improvement.

**Work Environment:** This is a full-time position (40 hours per week), typically housed at Early Childhood Options in Dillon, Colorado. Some working from home may be an option, depending on the circumstances. Essential duties are routinely performed in a general office environment and require the use of computers, fax machines, copiers, and other business machines and equipment.

**Salary and Benefits:** This is a full-time, year-round exempt position. Salary range is between \$60,000 and \$65,000 annually, dependent on education and experience. Benefits include health, dental, vision and PTO. All permanent employment with Early Childhood Options is dependent on the results of background checks.

**To apply:** Qualified candidates should submit a letter of interest outlining relevant experience and a resume to [catherine@earlychildhoodoptions.org](mailto:catherine@earlychildhoodoptions.org). Please include "Intake and Eligibility Specialist" in the subject line. Candidates invited for an interview will be required to provide three (3) references, including one current professional reference. Applications will only be accepted via email.

Deadline to apply by February 13<sup>th</sup>, 2026

For additional information contact Catherine Schaaf, Executive Director, Early Childhood Options, at 970-406-3067, [catherine@earlychildhoodoptions.org](mailto:catherine@earlychildhoodoptions.org)

*ECO is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, gender expression, sexual orientation, marital status, military status, national origin, age, weight, height or physical ability.*

[www.earlychildhoodoptions.org](http://www.earlychildhoodoptions.org)

