



Announcement of Open Position

Children Services Coordinator

Posted: July 10, 2026

Deadline: Open until filled

Classification: Regular, Full Time (40 hours), Non-Exempt

Work Schedule: Monday and Thursday (8:30-4:30pm), Tuesday and Wednesday (8:30am-6:30pm), Fri (8:30am-12:30pm) at 21 S Wahsatch Ave

Salary: \$42,000 to \$43,680 depending on experience

Benefits: Automatic enrollment in Cash Balance Pension Plan paid for by employer (contribution equal to 6-8% of your wages plus interest!) with 20% vesting after 1 year of service, eligible to elect medical, vision, and dental coverage through Partners in Housing's employee benefits plan, eligible to elect Flexible Spending Account (FSA) for pre-tax benefits for medical/vision/dental premiums and Tax Deferred Annuities (TDAs) offered for added retirement savings

Paid Time Off: 15 paid holidays per year, new full-time employees accrue 10 hours of paid discretionary time off every month (accrual rate increases with length of service), also receive 8 hours of paid time for your birthday!

Position Summary:

Under the general direction of the Program Manager, this position will develop, implement, and oversee children program activities and provide limited childcare while Partner families are on-site for appointments or are in need of respite care. This position provides support to families with CCCAP applications, daycare openings and child related resources available in the Pikes Peak Region.

Principle Responsibilities:

Full job description details and application are available at <https://partnersinhousing.org/employment-opportunities/>.

Education/Experience:

- High School diploma or GED. **Currently enrolled or have certification in Child Development or Early Childhood Education.**
- Experience working with children and knowledge of early childhood development.
- Proficient computer skills with experience in data entry.
- Bilingual Spanish/English a plus.
- Supervisory experience a plus.
- Working knowledge or willingness to learn the dynamics of families experiencing homelessness.
- Ability to organize diverse tasks in a busy office.
- Ability to exhibit sensitivity to and serve those with difficult and unusual requests and situations.
- Ability to work with a variety of people on a regular basis effectively.
- Ability to be flexible.
- Ability to be punctual and present on a regular basis.
- Strong communication skills (both written and oral) and good interpersonal behavior skills.
- Must have reliable transportation.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

If interested, please visit <https://partnersinhousing.org/employment-opportunities/> and click "Apply Online Today".

PIH is a drug free workplace and equal opportunity employer. Partners in Housing is committed to providing a friendly and inclusive environment where each individual is welcomed and respected. Our goal is to assure that all employment and operational actions are based on qualifications and programmatic needs rather than on non-merit factors, and that no one will be denied an opportunity to share in our programs.

All applicants and employees for the Partners in Housing program are considered equally without discrimination on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state, or local law.

Partners in Housing has developed this policy to ensure an environment free from unlawful harassment, discrimination, and retaliation. Partners in Housing will make every reasonable effort to ensure that all involved are familiar with this policy and are aware that any complaint in violation of such policy will be investigated and resolved appropriately