



Program Officer Early Childhood Education Initiative

Job Description

Summary:

First 5's Early Childhood Education (ECE) Initiative helps children enter kindergarten prepared for school and life. The ECE Initiative has established a number of programs and activities to improve child care quality, including professional development activities for children care providers and support to improve the quality of child care programs overall.

Program Officers are responsible for working directly with programs and community members to implement the Commission's Initiatives and evaluate results; provide technical assistance and capacity building support; and represent First 5 Contra Costa in various community meetings and settings.

The Early Childhood Education Program Officer is responsible for implementing a number of activities to promote the professional development of ECE providers and the quality of ECE programs, including the Preschool Makes a Difference, CARES Plus, and Race to the Top-Early Learning Challenge programs.

Program Officers must have a strong base of program design, implementation, evaluation experience and technical skills. Program Officers must demonstrate the ability to effectively manage relationships, communicate professionally, build consensus, and understand the unique responsibilities and accountabilities of representing a funding agency. Program Officers must work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

This position is full-time or limited part-time (32-40 hours per week), with some evening and weekend hours required.

Reports to:

Deputy Director

Standard Functions and Responsibilities:

The duties outlined below are also expected of all Program Officers. These duties are important for the effective management and implementation of the Commission's programs and Initiatives

- Oversee one or more strategies, programs, or grantees, requiring capacity building, technical assistance and grant management skills
- Partner with contractors and grantees (including school districts, County departments, community-based organizations, and grassroots efforts) to develop projects, identify needed resources, and define key outcomes and milestones, ensuring that appropriate monitoring and evaluation processes are established to support learning and produce focused evaluation of outcomes
- Support the fund allocation process as requested, to include review and feedback on Request For Proposal (RFP) submissions related to feasibility of program components, implementation approach, and proposed outcomes

- Work closely with contractors to achieve desired impact of grants by conducting site visits, providing technical guidance, convening meetings of key stakeholders, and by applying and monitoring milestone-based performance objectives
- Collaborate as necessary to manage internal processes related to program/strategy areas, including contract administration, contract monitoring, budget development and monitoring, and evaluation
- Serve as a member of the Program Team
- Serve as a point of contact for program/initiative area issues for key stakeholders
- Represent the Commission to key external constituencies, or on committees or work groups related to area of expertise and responsibilities of the position. Participation may include preparing formal and informal presentations such as education and training events, attending conferences, participating on regional workgroups, and other meetings as necessary
- Write and produce informative briefings and other materials on key issues for team members and the Commission as needed

Special Functions and Responsibilities:

The duties outlined below are considered to be the most significant responsibilities of the Early Childhood Education Program Officer, ones which are essential for effective performance in this position.

- Contribute to the development and implementation of services to improve the quality of early learning programs for children, particularly for those children who otherwise would have no access to high-quality programs
- Monitor, evaluate, and analyze trends and policy issues relevant to early childhood education and related research and initiatives within California and the U.S.
- Plan and initiate projects and programs to achieve the goals of the Early Childhood Education Initiative, including professional development, site quality improvement, consultation, and the linking of early mental health, developmental screening and other practices to ECE
- Form partnerships and sustain collaborations with individuals and organizations to enhance implementation of the Early Childhood Education Initiative

Minimum Education and Experience Requirements:

The education and work experience requirements listed below are considered the minimum requirements for employment in this position.

- Master's Degree and two year's relevant experience

Minimum Skill Requirements:

The skill requirements listed below are considered the minimum requirements for employment in this position.

- Demonstrated ability to work with diverse personalities with a wide variety of cultural and professional backgrounds and experiences including Commissioners, staff and community partners
- Experience working with a variety of public, private, nonprofit and grassroots organizational structures
- Experience working with public funding and other sources of funding for early childhood education programs
- Experience working in or with a funding agency, understanding of procurement processes, contract monitoring and evaluation
- Experience managing or supervising program staff, volunteers or interns

- Experience developing program budgets; demonstrated ability to understand and use financial reports to monitor and manage program budgets
- Highly proficient and knowledgeable in current computer software and tools
- Ability to conduct targeted research, analyze information, summarize findings and make recommendations
- Valid CA driver's license
- Knowledge of Contra Costa County

Preferred Skill Requirements

The skill listed below is preferred but not required for employment in this position.

- Bi-lingual in Spanish

Salary and Benefits:

Starting salary range is \$66,200 to \$88,000 commensurate with experience. First 5 Contra Costa offers a comprehensive benefits package for regular employees.

About First 5 Contra Costa:

Research shows that a child's brain develops most dramatically in the first five years and what parents and caregivers do during these years to support their child's growth will have a meaningful impact throughout life. Based on this research, California voters passed Proposition 10 in 1998, adding a 50 cents-per-pack tax on tobacco products to support programs for expectant parents and children ages 0 to 5. Since its inception, First 5 Contra Costa has distributed over \$100 million in Prop. 10 revenues to programs and services that meet local needs.

How to Apply:

Please submit your resume, a professional writing sample and a brief letter of introduction that summarizes why you are ideally suited to this position.

Submissions received by February 28, 2013 will be given primary consideration; however this position will remain open until filled.

Send to:
 First 5 Contra Costa
 ECE Program Officer Position
 1485 Enea Court, Suite 1200, Concord, CA 94520

Electronic resumes and cover letters should include *ECE Program Officer* in the subject line and be sent to: HR@firstfivecc.org.

Incomplete submissions will not be considered.

First 5 Contra Costa is an Equal Opportunity Employer