



**ORGANIZATION:** Child Care Aware of Washington, Tacoma Washington

**POSITION:** Program Manager

**REPORTS TO:** Senior Program Manager

**DESCRIPTION:**

Child Care Aware of Washington is Washington's most trusted child care resource. We are our state's most thorough and accessible source of information and support for families seeking quality child care and a trusted partner to child care professionals. CCA of WA provides culturally responsive coaching, technical assistance and professional development services that improve child care quality statewide. We provide services via a statewide network of locally-based partners, and through our Family Center. We strategically customize our services, collect and analyze performance data, inform and guide public policy, and provide unique leadership to support Washington's child care system.

CCA of WA is seeking a passionate early learning professional to join our program team to help manage Washington's Quality Rating and Improvement System (QRIS), Early Achievers. This position is part of a larger program team, offering opportunity to work independently and as a valued team member. The Program Manager is responsible for the development, implementation and ongoing support of statewide relationship-based professional development (RBPd) services delivered to early learning professionals and providers across Washington. This position also is responsible for building the capacity of the RBPd workforce in acquiring and maintaining the skills they need to deliver high-quality, culturally competent, responsive services to a diverse early learning field.

**KEY RESPONSIBILITIES:**

1. Assess, develop and implement professional development opportunities for Child Care Aware of Washington regional field staff, including orientation of new regional staff, periodic skill-building trainings, and ongoing communities of practice.
2. Work with CCA of WA regional leadership to research and develop statewide training resources for use by regional trainers working with culturally and linguistically diverse child care providers.
3. Work in partnership to provide knowledge, support and technical assistance to regional staff to ensure effective implementation of the Early Achievers quality rating and improvement system.
4. Engage with regional staff to identify emerging themes as related to relationship-based professional development practices, challenges and other professional development needs.
5. Partner with the Washington State Department of Children, Youth, and Families (DCYF) and the University of Washington (UW) to ensure there are high-quality, compatible and complimentary trainings and technical assistance accessible to RBPd staff statewide.
6. Represent CCA of WA in meetings nationally, statewide and in local communities as assigned.
7. Ability to work independently, exercise sound judgment and assume responsibility for completion of tasks.
8. Develop statewide resources for use by regional staff working in a RBPd setting with diverse child care providers.
9. Support the organization, preparation and facilitation of statewide leadership meetings of Regional Coordinators, Professional Development Coordinators and RBPd Lead staff.
10. Support the organization, planning and logistics of our annual Elevate Early Learning Conference.



11. Work with regional Child Care Aware of Washington agencies to ensure they have effective local oversight of services and staff, regional reflective practice and ongoing quality assurance monitoring.
12. Other duties, as assigned.

**SKILLS & COMPETENCIES REQUIRED:**

- Ability to travel statewide up to 20% of work time to engage on-site with regional staff
- Excellent internal and external customer service skills
- Ability to develop innovative approaches to solutions
- Effectively bridge policy and practice
- Ability to synthesize and prioritize multiple perspectives
- Ability to build collaborative relationships leading to positive program outcomes within a team
- Ability or aptitude to employ technology in engaging field staff
- Experience working effectively with diverse populations
- Ability to manage change in a dynamic environment

**QUALIFICATIONS:**

- Bilingual Spanish or Somali preferred
- Bachelor's Degree in Early Childhood Education, Education, Human Services, Social Services or related field preferred
- Sound knowledge and ability to employ adult learning principles
- Demonstrated experience developing and implementing professional development strategies
- Strong content knowledge regarding Early Achievers (or other QRIS) program elements including: Early Achievers Quality Standards, Environment Rating Scales, Classroom Assessment Scoring System, Child Assessment and Early Learning curricula
- Experience with outcomes-based direct services, performance management and data-informed decisions.
- Strong proficiency with MS Office Suite including Outlook, PowerPoint, Word and Excel. Experience with online meeting platforms including GoToWebinar and Zoom.

**SALARY RANGE: \$53,000 – \$59,000**

**HOW TO APPLY:**

***Child Care Aware of Washington is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, people who speak a second language and people with disabilities to apply.***

Send resume and cover letter to Alan Strand Director of Finance & Accountability at [Careers@wa.childcareaware.org](mailto:Careers@wa.childcareaware.org). For more information, check our website at <https://childcareawarewa.org/about-us/>.