

## Child Care Action Council Position Announcement – Family Services Program Manager

The mission of Child Care Action Council is to promote and nurture early learning communities where families and children thrive.

**Position Title:** Family Services Program Manager

**Reports to:** CCAC Professional Development Director

**Office Location:** Olympia, WA

**Status:** Full-time, Exempt

**Salary Range:** Typically, \$55,202.00 to \$67,031.00

**Benefits:** Health insurance (75% employer paid,) dental and vision are provided starting the 1<sup>st</sup> day of the month following hire. Employer paid retirement plan, paid sick, vacation and holidays provided.

### **Purpose of Position:**

The Family Services Program Manager oversees all aspects of CCAC services to families including staffing, budget and grant management, data collection, marketing, and community engagement.

### **Essential Duties & Responsibilities:**

#### PROGRAM MANAGEMENT

- Manage Raising A Reader (RAR)
- Manage Parents as Teachers (PAT)
- Manage Kaleidoscope Play & Learn (KP&L)
- Develop and monitor all program plans, progress, deadlines, and budgets
- Select (with Executive Director) suitable strategies and objectives to advance equitable access to early learning resources for all Family, Friend, and Neighbor (FFN) caregivers
- Advocate for equitable services to all families, applying an equity lens to decision-making
- Evaluate program performance and problem-solve concerns
- Contribute data and information to grant writers
- Ensure distribution of CCA-WA quarterly family newsletter
- Purchase program supplies, in accordance with the budget
- Represent CCAC at community and state-level meetings
- Facilitate KP&L groups per model, as needed
- Carry PAT caseload, as needed

#### STAFFING

- Supervise and train program staff
- Assign tasks and evaluate progress
- Support staff individually and by leading staff meetings and staff training
- Ensure that direct service staff receive reflective supervision
- Supervise VISTA/AmeriCorps volunteers who contribute to family services (when applicable)

#### MARKETING

- Work closely with development and marketing staff to create materials and market programs
- Support community events through participation, materials, marketing, and connections to child care
- Engage in and with the community to promote CCAC services

## REPORTING

- Prepare annual FFN plans and reports per CCA-WA contract
- Complete monthly reporting per CCA-WA contract
- Accurately maintain KP&L extensive database
- Accurately maintain PAT database (currently in Penelope system)
- Compile misc. program data reports for internal and external use

Other Duties as Assigned

### **Qualifications:**

- MA preferred and BA required in early learning, social work, psychology, or closely related field
- 4 years of experience managing successful projects and/or programs
- Experience working with culturally diverse families and children
- Knowledge of child development and family supports
- Experience effectively organizing and engaging community members
- Excellent verbal and written communication skills
- Proficiency in Microsoft programs including Excel, Publisher, Word
- Ability to manage multiple tasks in timely manner
- Effective leadership and public speaking experience
- Solid time management skills
- Experience providing reflective supervision to staff is a plus

### **The selected candidate must:**

- Have the ability to work occasional night and weekend hours
- Successfully pass a thorough background check
- Hold a current, valid driver's license
- Have reliable personal transportation and vehicle liability insurance

**This position manages programs that support Spanish-speaking families. We strongly encourage bilingual candidates to apply.**

Qualified and interested parties should apply with a **cover letter, resume and three current professional references** at <https://ccacwa.org/about-us/employment-at-ccac/>

Review of applications will begin on **April 21st, 2021**; position will remain open until filled.

Child Care Action Council is an equal opportunity employer.