

Child Care Action Council Position Announcement – Family Services Program Manager

Position Title: Family Services Program Manager

Reports to: Professional Development Administrator

Office Location: Olympia, WA (limited remote work possible)

Status: Non-Exempt, Full Time

Full Salary Range: \$57,206-\$69,464

Benefits: Health Insurance (80% employer paid); dental and vision provided starting the 1st day of the month following hire; employer-paid retirement plan; paid sick, vacation, and holidays

Who we are:

Child Care Action Council is a non-profit agency whose mission is to promote and nurture early learning communities where families and children thrive. We have programs to support both childcare providers and families. At a local, regional, and state level, our staff collaborate with a diverse group of individuals and organizations working on behalf of and in partnership with children and their families. Through these relationships, we are better able to address our goals for equity, inclusion and social justice. We are an equal opportunity employer, committed to building a diverse team.

About the job:

We're looking for a manager/supervisor for the Family Services section of our non-profit agency. Family Services includes an early literacy program called Raising a Reader, which rotates book bags home with children; a home visiting program in Mason County that uses the Parents as Teachers framework; and a number of in-person and virtual playgroups in Thurston, Mason, and Grays Harbor counties, for young children and their caregivers to attend. The manager of this program supervises 4-5 program staff members; manages the budgets for the program (including many grants); collects data and reports to funders; guides any expansion of the program; and oversees all of the program components. The manager also attends meetings with community partners and sometimes participates directly in the services to families by leading playgroups or conducting home visits.

Responsibilities of this position:

PROGRAM MANAGEMENT

- Oversee Raising A Reader (RAR) early literacy program
- Oversee Parents as Teachers (PAT) home visiting program in Mason County
- Oversee Kaleidoscope Play & Learn (KP&L) playgroups in several counties
- Develop and monitor all program plans, progress, deadlines, and budgets

- Advocate for equitable services to all families, applying an equity lens to decision-making
- Evaluate program performance and problem-solve concerns
- Ensure distribution of quarterly family newsletter
- Purchase program supplies, in accordance with the budget
- Represent CCAC at community and state-level meetings
- Facilitate KP&L playgroups per model, as needed (KPL training provided)
- Carry PAT home visiting caseload, as needed (PAT training provided)

STAFFING

- Supervise 4-5 program staff
- Assign tasks and evaluate progress
- Support staff individually and by leading staff meetings and staff training

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/DATA

- Complete monthly reporting for grant contracts
- Accurately maintain records on playgroups and home visits
- Compile misc. program data reports for internal and external use

What we're looking for in a candidate:

Our ideal candidate is someone who has education in child development and a background involving services to families. We hope to find someone with a heart for families and the ability and desire to support the staff members who, in turn, support the families. Our ideal candidate is good at relationship-building: with staff, with families, and with partner organizations in the community. Finally, our ideal candidate is very organized and able to track information and deadlines pertaining to several programs for families. We need someone with a history of demonstrating attention-to-detail.

Qualifications:

- BA required in early learning, social work, child and family services, 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 juggle different tasks and meet multiple deadlines for varying programs and grants
- Effective leadership and public speaking experience

Other things to know:

- You must have the ability to work very occasional night and weekend hours
- You must successfully pass a thorough background check
- You must hold a current, valid driver's license and have reliable personal transportation and vehicle liability insurance
- We require a COVID-19 vaccination or CCAC-approved exemption

How to apply:

Apply with a resume and a document answering the following three questions:

1. What interests you about this position?
2. What experience do you have supervising employees?
3. What do you want to do differently in your next job compared to your current job?

Submit both documents here:

<https://childcarebizedge.acquire4hire.com/careers/details.json?id=42389&source=17>

We will begin reviewing application on April 20, 2022. The position will remain open until filled.