

JOB ANNOUNCEMENT

Hayward Promise Neighborhoods Early Learning Network Manager

Position: Early Learning Network Manager **Location:** Hayward
Start Date: April 2018 **Starting Salary:** Depending on Experience
Hours: Full Time
Including some evenings/weekends

Community Child Care Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

Hayward Promise Neighborhoods (HPN) is a partnership of residents, local schools, colleges, government agencies, businesses, and non-profit organizations that are interdependently aligned. Together, using a results based accountability framework, we are lifting up what works in order to fulfill the Promise that all HPN children receive the high-quality support they need to thrive, from cradle, to college, to career.

4C's of Alameda County is an HPN partner agency, providing programs for families, children and child care providers. In addition, 4C's leads the HPN Early Learning Network, bringing partners together to enhance programs and services for children birth to eight years and their families. The Early learning Network (ELN) supports all of HPN's early learning results and indicators by supporting and aligning the work of agencies, schools, and service providers who serve HPN families with young children. The ELN strengthens collaboration and coordination among the HPN-funded early learning partners.

4Cs is seeking an energetic, organized and highly collaborative individual to join our HPN team. The HPN Early Learning Network Manager will coordinate and facilitate the activities of the Early Learning Network and will serve as 4Cs HPN data manager. The HPN Early Learning Manager will report to 4Cs' Director of Programs. This is an exempt position.

DUTIES & RESPONSIBILITIES

- Develop collaborative and supportive relationships with HPN early learning partners, HPN community members and other agencies and collaboratives serving young children and families in the HPN neighborhoods
- Coordinate and facilitate monthly Early Learning Network (ELN) meetings with HPN partners to deepen their collaborative work - plan agendas with ELN Director, outreach to partners, arrange speakers and maintain meeting records
- Coordinate and facilitate other ELN activities, including special presentations and trainings
- Monitor state and local policy developments impacting early childhood systems and present to ELN for discussion/action

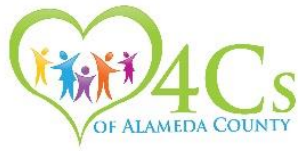
- Plan and coordinate events to engage community in early learning conversations including listening sessions, parent cafes and workshops
- Serve as 4Cs' HPN data manager, participating on the HPN data team and overseeing data collection and reporting for 4Cs' HPN programs
- Examine neighborhood early learning data and trends and monitor progress toward HPN early learning results
- Support HPN ELN partners in developing early learning performance measures and using Results Based Accountability evaluation methodology
- Provide quarterly reports on ELN activities and special reports as needed
- Support 4Cs' HPN ELN Director and HPN Program Director and staff in HPN planning and program implementation
- Support 4Cs' outreach to HPN families with young children and promote agency's early learning programs
- Serve on 4Cs' Program Leadership Team
- Represent 4Cs at HPN and community meetings and events

QUALIFICATIONS













- Bachelor's degree (required) Master's degree (preferred) – Major in Early Childhood Education, Social Work, Human Development, Public Administration or a related degree
- Familiarity with early care and education landscape, including prek-3rd grade, and other systems of care and support for children birth to eight and their families
- Experience working effectively with collaborative cross-sector partnerships
- Experience collecting, reporting and analyzing data and using data management applications such as Salesforce
- Familiarity with Results Based Accountability framework desirable
- Ability to take initiative, resourcefully identify and solve problems and be accountable for results
- Demonstrated cultural sensitivity and experience working effectively with people from diverse backgrounds
- Strong organizational skills and ability to establish new procedures and systems
- Strong communication skills, verbal and writing
- Must have valid California driver's license, personal automobile insurance and access to own transportation
- Ability to work on evenings or weekends, as needed

To apply, please send resume and cover letter to: 4Cs of Alameda County, 22351 City Center Drive, Hayward, CA 94541, Fax: 510 538-1736 or Email: resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.



4Cs is a Great Place to Work!

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1st
-  Very Generous Vacation Leave
-  Cafeteria Style Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*