

JOB ANNOUNCEMENT

Hayward Promise Neighborhoods Manager

Position: HPN Manager
Location: Hayward
Start Date: ASAP
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 (ELN), bringing partners together to enhance programs and services for children birth to eight years and their families. The 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. As part of HPN, 4Cs also offers three programs to the community: Parent Promise Academy, Toddler Play & Learn, and Family Navigation.

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

DUTIES & RESPONSIBILITIES

- Develop collaborative and supportive relationships with HPN early learning partners, HPN community members and other agencies and collaborative 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

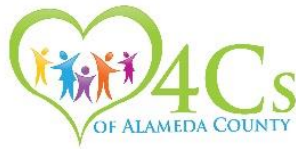
- Work with Director of Community Services to successfully plan and implement 4Cs HPN grant programming
- Supervise HPN Program Supervisor and HPN Family Navigator
- Monitor state and local policy developments impacting early childhood systems and present to ELN for discussion/action
- Proactively plan and coordinate events to engage HPN 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 quarterly reporting for ELN and 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
- Support 4Cs' outreach to HPN families with young children and promote agency's early learning programs
- Manage 4Cs CalFresh grant and outreach
- Serve on 4Cs' Joint 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, Scorecard, etc.
- 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!*