



JOB DESCRIPTION

Child Care Initiative Project (CCIP) Manager

ABOUT THE ORGANIZATION: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and childcare providers throughout California. The Network works with 69 local child care resource and referral (R&R) programs, throughout California, to inform parents and the public about quality child care, assist child care providers to serve their communities and encourage positive policy changes on the local, state, and federal levels. The Network provides leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality child care system that supports the diversity of families and children in every community in California. The Network reinforces its mission, practices and policy priorities to address inequity and child poverty and to promote the wellbeing of children, in particular for Black children and families. By prioritizing equity and anti-racism work, with a focus on Black families, we can best ensure the well-being of all children in our state.

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| POSITION: | CA Child Care Initiative Project (CCIP) Manager <i>CCIP is a capacity building and quality improvement project funded by the California Department of Social Services (CDSS).</i> |
| LOCATION: | Hybrid/Remote position; Sacramento, Greater Bay Area, Los Angeles, or San Diego area preferred |
| SALARY: | \$3,049 – 4,125 bi-monthly |
| BENEFITS: | Excellent benefits (health & dental insurance; paid vacation & sick leave; monthly personal technology reimbursement; 15 paid holidays per year, including Christmas Day through New Years Day) <i>Healthy Mothers Workplace Award recipient</i> |
| CLASSIFICATION: | Manager II |
| REPORTING RELATIONSHIP: | This position reports to the Director of Provider Services |
| APPLICATION DEADLINE: | Open until filled |

SUMMARY: The Network seeks an experienced manager and team leader to fulfill the role of the CA Child Care Initiative Project (CCIP) Manager. The CCIP Manager will work as part of the Provider Services department, leading and supporting the Network CCIP team, as well as all R&Rs in CA who implement the project (69 local sites). The candidate must have strong communication skills, be an experienced and dedicated supervisor and team leader, and be a reliable program manager with an eye towards planning and day to day management, as well as creative foresight, grounded in the Network's values and needs of the field. Responsibilities will primarily be directed towards: program planning and management (30%), supervision (30%), establishing and maintaining partnerships (12%), training and presenting (10%), curriculum review (10%), and other administrative duties (8%).

JOB RESPONSIBILITIES

- Provide leadership, direction, and guidance to the CCIP Team.
- Inform, plan, and implement the CCIP Scope of Work, in partnership with the Director of Provider Services. This includes, but is not limited to establishing and managing work plans and timelines, preparing program reports, guiding program policies and processes for R&Rs, in partnership with CDSS and Network team, conducting presentations.
- Stay current on CDSS policies and program requirements that impact home-based child care providers and R&Rs, including the Child Care Development Block Grant (CCDBG)/Child Care Development Fund (CCDF) State Plan.
- Plan and support CCIP team members in the development of training and TA resources, including, but not limited to training curricula, facilitator's guides, data collection, communications tools, and research.
- Work closely with the Provider Services Administrative Systems, Training & Events Coordinator to establish and maintain efficient workflow to meet administrative needs for CCIP Events, Web-management, data collection, and communicate.
- Ensure that supervisees have sufficient training to do their jobs appropriately, have access for further training as needed, and that they are given support for doing their jobs while holding all accountable for acting on the basis of their training and program expectations.
- Keep abreast of and consistently implement the agencies most current human resources and personnel policies, and provide respectful and responsive guidance, support and supervision to assist staff to understand how these policies apply to their work.
- Actively participate in member and partner meetings, committees, and gatherings; effectively communicate CCIPs vision, objectives, goals, and plans internally and externally.
- Inform, guide, and support CCIP-related projects, such as Expansion projects, in partnership with the Director of Provider Services and team.
- Commit to the Network's Mission and Vision, including, but not limited to prioritizing inequity and anti-racism work, with a focus on Black children and families, so that we can best ensure the well-being of all children in our state.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 3 years experience in the child care field; experience in or knowledge of home-based child care, R&R and/or quality improvement programs is highly desirable.
- Minimum 3 years of supervision and management experience
- Demonstrated ability to conceptualize and communicate ideas, plans, and processes
- Demonstrated ability to write and clearly communicate to audiences of diverse backgrounds, including articulating our views and analysis at hearings, conferences, and meetings, and with partners, contractors, and vendors
- Ability to manage multiple tasks, work within tight deadlines, and prioritize work.
- Excellent interpersonal and human relation skills

- Willingness to take direction, lead and contribute to the greater vision and goals of the Provider Services Department and Network, and collaborate as part of a greater team, while also providing leadership as needed with the team and R&Rs.
- Resourceful, innovative and ability to adapt to the changing needs of the program, department, and agency
- High level of computer literacy. Experience, willingness, and ability to use technology to communicate and carry out job responsibilities, including, but not limited to Microsoft Office Suite, virtual meeting platforms (e.g. Zoom, GoToWebinar), internal messaging apps (e.g. Slack), project management software (e.g. ClickUp)
- Commitment to thoroughness and accuracy in all work.
- Valid California Driver's License

Work Environment/Physical Demands

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job can be done from home, with access to a secure internet.
- Ability to travel to main office in San Francisco, Sacramento, and across the state for meetings as needed.
- The noise level in the work environment at main office is usually moderate.
- While performing the duties of this job, the employee is regularly required sit and talk or hear for long periods of time.
- The employee is occasionally required to stand and walk.

APPLICATION PROCESS:

Submit application via e-mail to jobs@rrnetwork.org. Applications must include a resume and a cover letter.

The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.