



## 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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| <b>POSITION:</b>               | <b>CA Child Care Initiative Project (CCIP) Manager</b>   |
| <b>LOCATION:</b>               | Hybrid/Remote position<br>Sacramento, Greater Bay Area, Los Angeles, or San Diego area                                 |
| <b>SALARY:</b>                 | \$3,049 – 4,125 bi-monthly   |
| <b>BENEFITS:</b>               | Excellent benefits (health & dental insurance, paid vacation & sick leave<br>Healthy Mothers Workplace Award recipient |
| <b>CLASSIFICATION:</b>         | Manager II   |
| <b>REPORTING RELATIONSHIP:</b> | This position reports to the Director of Provider Services   |
| <b>APPLICATION DEADLINE:</b>   | Open until filled  |

*CCIP is a capacity building and quality improvement project funded by the California Department of Social Services (CDSS).*

**SUMMARY:** The CA Child Care Initiative Project (CCIP) Manager will work as part of the Provider Services department, leading and supporting the CA Child Care Initiative Project (CCIP) team, as well as all R&Rs in CA who implement the project (69 local sites). 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:

The CCIP Manager will:

- 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.
- Establish work plans and timelines based on program goals, scope of work.
- Guide and finalize project policies and procedures, CCIP State match, and reporting processes for R&Rs, in partnership with CDSS and the Director of Provider Services.
- Coordinate and prepare CCIP Presentations, as needed.
- 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, and research.
- Prepare CCIP reports, including quarterly and annual fiscal and narrative reports.
- 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.
- Guide research projects and annual data collection processes and criteria to ensure compliance with CDSS and inform continuous quality improvement efforts, in partnership with the Director of Provider Services, Technical Assistance & Support Coordinator, and Administrative support team.
- Document project progress, accomplishments, and challenges in writing and in project management software, as designated in the department.
- Provide strength-based, trauma informed support to supervisees.
- 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.
- Monitor supervisee's performance and provide timely, constructive and supportive feedback and fully and promptly document all evaluative meetings or discussions.
- 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 establishing and maintaining psychologically safe and brave spaces, 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 provide training and technical assistance to a wide variety of audiences, in person and online
- 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 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.
- The employee is occasionally required to stand and walk.

**APPLICATION PROCESS:**

Please send a resume and cover letter indicating the position for which you are applying via e-mail to [jobs@rrnetwork.org](mailto:jobs@rrnetwork.org).

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