**JOB DESCRIPTION**

**Family, Friend, and Neighbor (FFN) Project Coordinator**

**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.

**POSITION:** Family, Friend, and Neighbor (FFN) Project Coordinator  
**LOCATION:** Hybrid/Remote position; Sacramento, Los Angeles, or Greater Bay Area  
**SALARY:** $2,125.00 - $2,875.00 bi-weekly  
**40 hours/week (1 FTE), Monday-Friday 9-5, Exempt**  
**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)  
**CLASSIFICATION:** Coordinator-E (exempt)  
**REPORTING RELATIONSHIP:** This position reports to the CA CCIP Manager  
**APPLICATION DEADLINE:** June 1, 2023

*This position is funded by CDSS for the Language Learning Project and the David and Lucille Packard Foundation. Funding for this position is currently available through June 30, 2024.*

**SUMMARY:** The Network seeks an experienced individual to fulfill the role of the FFN Project Coordinator. The FFN Project Coordinator will work as part of the Provider Services department, leading and supporting FFN related projects, including training and technical assistance, as well as evaluation efforts that support the success local programs for FFN Caregivers. The ideal candidate will have strong communication skills, be an experienced and reliable coordinator, facilitator, and leader, with an eye towards implementation, evaluation, and scaling; successful candidates will have creative foresight, grounded in the Network’s values and needs of the field. Responsibilities will primarily be directed towards: program planning and management (25%), establishing and maintaining partnerships (25%), training, facilitation, and technical assistance (30%), curriculum review (15%), and other administrative duties (5%).
**JOB RESPONSIBILITIES:** The FFN Project Coordinator will manage the implementation of pilot and scaling for FFN projects. The FFN Project Coordinator will be responsible for coordinating and facilitating training, evaluation, contracts, curricula, and providing technical assistance for FFN Related projects, including, but not limited to: supporting Packard pilot sites (up to 12 R&Rs); implementation of the Language Learning Project with at least 25 pilot counties (e.g. developing multimedia resources, reviewing and informing curricula development, coordinating and facilitating trainings, providing TA).

The FFN Project Coordinator will:

- Provide and document technical assistance to local FFN site staff in community-based, local R&Rs and partner agencies.
- Assist local R&R staff & partner agencies to project plans, inform budget plans.
- Support the coordination for FFN and Language Learning Project Related Training of Trainer events, webinars, and other professional development activities for local R&R staff & partner agencies, with the support of the Administrative Systems, Training and Events Coordinator and CCIP Manager.
- Coordinate technical assistance activities and materials, particularly e-newsletters, website updates, and communities of practice gatherings.
- Participate in relevant FFN Leadership and professional development partnerships, as appropriate.
- Draft and complete relevant reports, with the support of the Director of Provider Services and CCIP Manager, as appropriate.
- Draft and manage consultant agreements, working closely with consultants to establish and maintain a timeline, budget, and outcomes, with support of the Director of Provider Services and CCIP Manager, as appropriate.
- Stay current on CDSS policies that impact FFN Caregivers and R&Rs, including the Child Care Development Block Grant (CCDBG)/Child Care Development Fund (CCDF) State Plan.
- Work closely with the Provider Services Administrative Systems, Training & Events Coordinator to establish and maintain efficient workflow to meet administrative needs for Events, Web-management, data collection, and communique.
- Actively participate in member and partner meetings, committees, and gatherings; effectively communicate the Network’s vision, objectives, goals, and plans internally and externally, as they relate to supporting FFN Caregivers.
- Work closely with Provider Services department leads, the Research department, and key consultants for program evaluation and analysis.
- Analyze data, keep up to date with best practices and trends to be one of the team’s resident experts in understanding the needs, challenges, and successes of FFNs and to contribute to these experiences and knowledge into policy or technical support that is needed for providers.
- Inform, guide, and support FFN-related 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.
- Other duties, as assigned.
QUALIFICATIONS:

- Demonstrated ability to work independently, set priorities, meet tight deadlines, manage multiple tasks effectively, and work as a collaborative team member
- Knowledge and understanding of the unique issues and challenges facing family, friend, and neighbor (license-exempt) child care providers, parents, and R&Rs throughout California and California’s Early Learning and Development System
- Experience providing technical assistance, consultation, training and support to local R&R staff, or others working in the ECE field
- Strong interpersonal and communication skills; ability to articulate ideas verbally and in writing with a wide variety of audiences as a facilitator or presenter (in person – large and small groups, online – webinars, conference calls)
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities (e.g. Microsoft Office Suite, including PowerPoint, Prezi, GoToWebinar, Adobe suite, Dropbox, Evernote, JotForm)
- Bilingual Spanish or Chinese/English language competence (oral and written fluency), preferred
- Valid California Driver’s License and a clean DMV record
- Ability to travel (approximately 5%)

**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.

**COVID-19:** The Network is committed to the safety and well-being of its employees and is a 100% COVID19 vaccinated workplace. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.

**APPLICATION PROCESS:** Please send a resume and cover letter indicating the position for which you are applying via e-mail to jobs@rrnetwork.org. Candidates invited to interview will be required to complete a Network Application available at https://rrnetwork.org/about/careers.

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