

Position Announcement

Position Available: February 2, 2018

(Open until filled)

Salary based on experience

Interested applicants should submit **Resume** and **Cover Letter** to

HR@CollabForChildren.org

Collaborative for Children is an Equal Opportunity Employer M/F/V/D and Drug-Free Workplace

MANAGER, COLLEGE BOUND FROM BIRTH

POSITION SUMMARY: College Bound from Birth (CBfB) is a Collaborative for Children program to improve the quality of early childhood education in specific neighborhoods and communities. The Manager provides overall support and coordination of the College Bound from Birth (CBfB) initiative. This includes the coordination with community organizations and leaders to ensure ongoing community partnerships and support. Other major responsibilities include ongoing data management, reporting and supporting the scaling of CBfB in future initiative replications

REPORTS TO: Director, Early Childhood Quality Improvement Services

ALSO WORKS WITH: VP, Programs, AVP of Provider Engagement, AVP of Family Engagement, Chief Development Officer, Chief Officer of Public Policy and Strategic Initiatives, Early Childhood Research and Evaluation Manager, Program Data Analyst, Communications Director, President and CEO, community organizations and leaders.

CLASSIFICATION: Exempt/Full-Time

DUTIES & RESPONSIBILITIES:

45% Data Management, Communications and Reporting

Assist with collection, entry, and ongoing monitoring of child care center and service delivery data necessary for program evaluation and reporting. Assist in the the development of ongoing

communications vehicles to keep neighborhood families, community leaders, and program partners updated on progress. Coordinates with CBfB leadership team on opportunities for growth and development.

30% Community Relations

Coordinates the partnership development of CBfB among various community stakeholders to support the implementation of CBfB. Represents CBfB at neighborhood coalitions and at various external organizations and community meetings and events. Plans and coordinates focus groups, surveys, informational sessions, and community events to support implementation and recognize achievements of CBfB.

20% CBfB Program Coordination

Complete neighborhood assessments to support college bound expansion. Coordinate the recruitment and selection of child care centers to participate in CBfB. Support communication between internal departments and programs. Develop and maintain project timelines, and monitor project activities to ensure timely execution.

5% - Other Assigned Duties

Participates in and supports CC events and staff / leadership meetings. Performs other duties as assigned to assure successful implementation of the project.

QUALIFICATIONS:

Minimum Education

- Bachelor's degree or equivalent required (major course of study in social work, human services, public relations or related field), Master's degree preferred

Minimum Skills and Experience

- Awareness of conditions that promote healthy child development and early learning
- Ability to work in collaboration with agency personnel, educators and volunteers
- Ability to work with adults in teaching/learning situations
- Three to five years progressively responsible work experience in early childhood or human service setting
- Three years of experience with collaborative service delivery systems
- Ability to perform under pressure, develop work plans and meet deadlines
- Excellent written and oral communication skills
- Effective interpersonal skills
- Strong organizational and documentation skills
- Appreciation of diversity
- Flexible, creative and persistent in completing tasks
- Demonstrate ability to handle multiple tasks at one time
- Strong initiative; ability to work independently
- Consensus building skills

- Program planning and implementation skills

Equipment and Software Used

- Personal computer usage with particular skills in use of Microsoft Office software (Word, Excel, and PowerPoint) and email/communications/scheduling software (Outlook).
- Telephone, copier, audiovisual equipment, as needed

Working Conditions

- Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions

Contacts

- Require frequent contact by telephone, written communication and in person with individuals inside and outside the organization requiring reasonable tact, discretion, self-expression, and a working knowledge of the organization and its practices and procedures.

Physical Requirements

- Physical exertion includes bending, pushing, standing and walking. Must be able to move or lift approximately 25 pounds
- Ability to speak clearly and distinctly
- Good vision and good hearing acuity (with glasses and hearing aids, if necessary)
- Manual dexterity; use of computer keyboard and monitor

Mental and Aptitude Requirements

- Analytical, conceptual, problem-solving and decision-making skills

Staff/Volunteer and Community Relationships

- Work cooperatively with CC staff, volunteers, customers and representatives of other organizations; conduct all business in a courteous, professional manner

Other

- Must be able to work on a flexible schedule, as needed
- Must have reliable transportation
- Must have a valid Texas State Driver's License

Employment contingent upon successful completion of a criminal background check