



## **OVERVIEW**

The First 5 Center for Children's Policy, a growing and innovative non-profit, seeks a Program Assistant to build the infrastructure and coordination of the team. If you are a smart, self-motivated professional with a passion for improving services for California's youngest kids, and a track record of supporting a dynamic office environment, this is a position for you.

## **ABOUT FIRST 5 CENTER FOR CHILDREN'S POLICY**

First 5 Center of Children's Policy develops research and policy thinking in order to improve early childhood systems in California. We want to bring the best research, learning and communicating to the issues of early childhood development to ensure California's young children are safe, healthy and ready to succeed in school and life.

The Center is the think-tank arm of the First 5 Association, the policy and advocacy organization representing county First 5 Commissions. As a voice for the state's youngest kids, the Association brings together partners and leverages multiple funding sources to strengthen systems through communications, advocacy, collaboration, skill building, and innovation and learning, so children and families have access to the community-based supports they need.

## **POSITION**

The Program Assistant supports the work of the Center for Children's Policy. This is a full-time position, reporting to the Managing Director, located in Alameda, California.

### **Essential Duties:**

- Contribute writing and editing to Center-produced materials (reports, research/policy briefs, policy proposals, white papers) on early childhood issues affecting low-income families;
- Conduct background research on the internet, and provide summaries and findings to the Managing Director and/or Research Associate to support Center-produced materials;
- Prepare succinct pre-meeting briefings; capture and document meeting discussions in well-organized notes;
- Provide general office support, including team travel scheduling, expense tracking and reports
- Coordinate scheduling and logistics for meetings, interviews, focus-groups and other on-line and in-person gatherings of the Center;
- Support relationships with Center funders, including the facilitation of communication with the Managing Director, progress tracking, and on-time grant reports;
- Support the organization's commitment to diversity and inclusion, and value a diversity of perspectives.

### **Qualifications:**

- Mission-driven, with a demonstrated passion for early childhood development, California families, and issues of equity;

- Ability to set priorities, establish clear expectations and execute identified projects; works in an organized manner with strong attention to detail;
- Ability to work under pressure, uses time efficiently;
- Flexible and able to meet changing work needs and demands, integrates changes smoothly;
- Intellectually curious; ability to conduct in-depth internet research and effectively summarize it;
- Outstanding writer, ability to convey complex information in a highly-digestible manner;
- Effective listener and communicator;
- Demonstrates critical thinking in the execution of responsibilities;
- Acts with integrity and exercises excellent judgment;
- Ability to learn and apply new skills; knows how to use technology tools to effectively manage and expedite processes; uses resources effectively;
- Strong interpersonal and teamwork skills;
- Ability to anticipate and respond proactively, with a friendly and helpful attitude;
- Knowledge of early childhood service delivery and systems building, preferred;
- A sense of humor.

**Experience:**

We are seeking a professional with 1 to 3 years of work experience in an office setting. The successful candidate will be able to demonstrate a high level of professionalism and effective communication with all levels of responsibility. Specifically, we seek a candidate who has experience with the following skills:

- Effectively managing overlapping projects and deadlines;
- Efficiently and effectively planning meetings and related logistics;
- Writing and editing for non-academic audiences; producing written materials based on research and policy analysis, preferred;
- Internet-based research, and communication of findings;
- Being a self-starter and working independently.

**Education:**

- A Bachelor's degree from an accredited college or university in public administration, public policy, non-profit management, social welfare, early childhood, or a related field; a combination of education and experience may be substituted

**Computer Skills:**

- Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), G Suite, Box and the ability to learn new programs quickly;
- Ability to use widely supported internet browsers and applications

**COMPENSATION, BENEFITS & RETIREMENT SAVINGS:** First 5 Center for Children's Policy offers a competitive salary, vacation, and sick day plan, and pre-tax deductions for out-of-pocket medical and dependent care expenses.

Center employees are official employees of the First 5 Association. Through an arrangement with the County Supervisors Association of California (CSAC), the Association pays for up to 100% of the premiums for employees and their dependents' medical, dental, and vision benefits, as well as the employee's life and long-term disability insurance policies.

First 5 Association offers SBCERA Tier II defined benefit retirement (i.e. pension) See additional information [here](#).

**HOW TO APPLY:** Interested? Then apply. The Center encourages candidates with diverse backgrounds and perspectives to join our team. Please submit a cover letter and resume to [shelby@first5association.org](mailto:shelby@first5association.org). Applications without a cover letter will not be considered.

There is no established deadline for the submission of applications; resumes will be accepted until the position is filled. Only candidates who move beyond the review of submitted written materials will be contacted by the First 5 Association.

***Equal Opportunity Employer***

*First 5 Association does not discriminate on the basis of race, color, creed, sex (including pregnancy, childbirth or related medical conditions and gender), religion, marital status, registered domestic partner status, age national origin or ancestry, physical or mental disability, legally protected medical condition, including genetic characteristics, sexual orientation, or any other status protected by federal, state or local laws. It also pertains to a perception that anyone has any of those characteristics, or is associated with a person who has, or is perceived as having one of those characteristics, to the extent required by law.*