



## Early Learning Program Coordinator FIRST 5 Santa Clara County

### Summary of Position

The Early Learning Program Coordinator is a key member of the early care and education team. Under the general direction of an Early Learning Director, the Early Learning Coordinator will support the Early Learning Department by coordinating the planning and implementation of key functions and activities related navigating providers through their professional development pathways within QUALITY MATTERS... a STRONG START for kids, as well as work to support the internal and external needs of the Early Learning Department.

### Background on FIRST 5 Santa Clara County

FIRST 5 Santa Clara County (FIRST 5) was formed when California voters approved Proposition 10 in November 1998. FIRST 5 is a public entity governed by a nine member Commission. FIRST 5 Santa Clara County supports the healthy development of children prenatal through age 5 and enriches the lives of their families. FIRST 5 allocate funds to promote, support, and improve early childhood development for children prenatal through age 5 and their families.

Through an extensive planning process, the community identified four domains in which FIRST 5 focuses its resources: (1) Children's Health; (2) Family Strengthening and Support; (3) Early Care and Education; and (4) Neighborhood and Community Engagement. The Commission then adopted five primary goals that address each of these domains: (1) Children are born healthy and experience optimal health and development; (2) Families provide safe, stable, loving and stimulating homes; (3) Children enter school fully prepared to succeed academically, emotionally and socially; (4) Neighborhoods and communities are places where children are safe, neighbors are connected, and all cultures are respected; and (5) Systems are responsive to the needs of children and families.

Potential applicants are encouraged to visit FIRST 5's website at [www.first5kids.org](http://www.first5kids.org) in order to better understand FIRST 5's programs and services.

### Essential Functions and Responsibilities

- Lead specific aspects of projects with internal team members and external partners;
- Participate in integrated planning, implementation and continuous improvement efforts within and across departments;
- Communicate about FIRST 5's strategic direction, investments and impacts to all internal team members and external partners;
- Model skills and attitudes that foster a culture of leadership, innovation, accountability, excellent service, and continuous improvement within FIRST 5;
- Provide excellent service to internal and external customers;
- Participate collaboratively in all Early Learning Initiatives and may have key responsibilities focused on specific initiatives;
- Works with FIRST 5 Santa Clara business and accounting departments to develop and monitor contractor scopes of work, budgets, reporting requirements, and service delivery plans as needed;
- Complete and submit all state and federal reports as assigned;
- Collaborates with internal and external staff to address challenges and discuss appropriate actions for response;
- Develop and implement internal documents to assist in the overarching goal of the Early Learning Department;
- Attend training and professional development as required; and
- Perform other duties as assigned within the scope of the job description.

## Required Knowledge, Skills and Abilities

- Knowledge and understanding of local, State and National Early Learning and Education landscape;
- Knowledge and understanding of local county systems invested in supporting children and families gaining access to and supports in the areas of early childhood education, care, health, housing, food, mental health services, and any other support services;
- Excellent oral and written communication skills;
- Ability to exercise discretion in handling confidential information and materials;
- Develop comprehensive reports on ongoing activities and submit summary reports to supervisor as needed;
- Intermediate knowledge of computer applications and the ability to learn and master computer technology/software programs as needed;
- Ability to utilize scheduling and spreadsheet software;
- Ability to effectively use identified web-based technology to enhance coaching practice (e.g. social media, webinars, teleconferencing, etc.);
- Demonstrated leadership abilities and ability to utilize reflective supervision;
- Ability to coordinate multiple initiative specific requirements and needs in collaboration with other community partners;
- Ability to work as a cooperative and supportive member of an interdisciplinary team; and
- Ability to communicate and collaborate with culturally, linguistically, and diverse families, various professionals, and community groups.

## Educational and Work Experience Requirements

- Candidate must have at least 4 years of experience in the field. A Bachelor's degree is preferred in Early Childhood Development, Child Development, Public Service, or a related field;
- Fluent in English and Spanish (required),
- Experience implementing projects from inception to completion.

## Work Environment

- Ability and willingness to work at and with sites located in high-risk, low-income communities;
- Setting up for meetings may require lifting or carrying cumbersome materials such as easels, flip charts, refreshments, etc., up to 20 lbs.;
- Must be able to speak, read, and write in fluent English and Spanish;
- Clearance of background checks as required by local, state and federal regulations;
- Ability to work evenings and weekends as required;
- Must be able to travel to conferences, trainings, and meeting sites within and outside of Santa Clara County; and
- Possession of a valid California Driver's License and a reliable means of transportation at the time of hire.

## Term

- This is a full-time, exempt position.
- This is a grant-funded position for one year.