



## JOB ANNOUNCEMENT

### Hayward Promise Neighborhoods (HPN) Project Specialist

<b>Position:</b>	HPN Project Specialist	<b>Work Week:</b>	37.5 Hours
<b>Location:</b>	Hayward	<b>Start Date:</b>	ASAP
<b>Hours:</b>	8:30am – 5:00pm Including 1-2 evenings per week/some weekends	<b>Salary:</b>	\$18.85 DOE

Since 1972, 4Cs of Alameda County has been dedicated to providing child care referrals, education, health and safety services, and payment assistance to children, families, and child care providers in Alameda County. 4Cs mission is to develop and coordinate resources to strengthen families and children.

Hayward Promise Neighborhoods (HPNs) is a partnership of residents, local schools, colleges, government agencies, businesses, and non-profit organizations that are interdependently aligned. Together, using a results based accountability framework, we are lifting up what works in order to fulfill the Promise that all HPNs children receive the high-quality support they need to thrive, from cradle, to college, to career.

4C's of Alameda County is a HPN partner agency, providing programs that enrich families, children and child care providers. 4Cs HPN program currently include Play and Learn playgroups for children ages 18 months to 4 years and Parent Promise Academy, a parenting support program for families with children birth to eight years.

The HPNs Project Specialist will assist in the planning and attend 4Cs HPN playgroups and parenting programs. The HPN Project Specialist will report to the HPN Project Manager. This is a non-exempt position

#### DUTIES & RESPONSIBILITIES

- Support HPN Play and Learn playgroups, Parent Promise Academy, and other parent/community events and programs, including preparing, maintaining and transporting program materials.
- HPN Community Outreach via: school visits, pass out flyers, give presentations, prepare mailings, phone calls etc.
- Enroll program participants and provide communications as needed

- Provide onsite support to playgroups and parenting programs, assisting with childcare when needed
- Contribute to HPN data collection and reporting
- Meet with HPN team regularly to collaborate on programming vision and logistics. Meet with Project Manager for individual reflective supervision
- Participate in 4Cs agency and team meetings and attend community meetings and trainings
- Provide CalFresh enrollment assistance to families wishing to participate (CalFresh training will be provided)

## QUALIFICATIONS

---

- Must have a passion for working with families and child care providers
- AA or higher in Early Childhood Education, Child Development or related field strongly preferred
- Bilingual ability strongly preferred. Desired languages include Spanish, Tagalog, Hindi, Vietnamese, Arabic, Punjabi, or Farsi
- Experience working in an Early Care and Education setting strongly preferred
- Familiarity with services for families in southern Alameda County strongly preferred
- Strong technology skills including proficiency with Microsoft applications and data tracking systems
- Excellent communication and active listening skills
- Excellent organization and time management skills
- Ability to work well with diverse populations
- Ability to work independently and as part of a team

To apply, please send resume and cover letter to:













4Cs of Alameda County  
22351 City Center Drive  
Hayward, CA 94541

Email: [resumes@4c-alameda.org](mailto:resumes@4c-alameda.org)

*Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.*



## *4Cs is a Great Place to Work!*

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1<sup>st</sup>
-  Very Generous Vacation Leave
-  Health Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*