

JOB ANNOUNCEMENT

Manager, Resource and Referral Services

Position: Manager, Resource and Referral Services
Start Date: July 2019
Hours: Full Time

Starting Salary: Depending on Experience
Location: Hayward

Community Child Care Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs mission is to develop and coordinate resources to strengthen families and children.

4Cs provides child care resource and referral (R&R) services for families and child care providers in southern Alameda County. We provide free, individualized child care information and referrals to families to help them make informed choices. Other services for families include parenting support classes and Play and Learn playgroups. We also provide technical assistance, resources, coaching and training to all types of child care providers, including ECE teachers, family child care providers and family, friend and neighbor (FFN) caregivers.

4Cs is seeking an energetic, organized and highly collaborative individual to lead our R&R team. The Manager, R&R Services is responsible for managing 4Cs resource and referral programs for parents and child care providers. The Manager, R&R Services will report to 4Cs Director of Community Services. This is an exempt position.

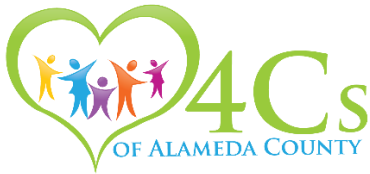
DUTIES & RESPONSIBILITIES

- Provide leadership, supervision and support to 4Cs R&R team
- Manage 4Cs R&R programs for families and child care providers, including: Child Care Referrals, Child Care Initiative Project (CCIP), Child Care Provider Training, Quality Counts and Play and Learn
- Ensure the delivery of high-quality resource and referral services to the community
- Develop and monitor budgets for R&R contracts and grants
- Oversee data collection, program evaluations and reporting for R&R contracts and grants
- Support the development of new programs and services for families and child care providers
- Research funding opportunities and assist with grant writing
- Contribute material for 4Cs newsletter, website and social media
- Serve on 4Cs Program Leadership Team
- Represent 4Cs on committees related to R&R work and at community meetings and events













QUALIFICATIONS

- BA in Early Childhood Education or related field
- Knowledge and experience in administration, supervision, child care and development field and R&R
- Strong oral and written communication skill, experience in grant writing and reporting
- Excellent organization and time management skills, vehicle required

To apply, please send resume, cover letter to: Ofelia White, Fax: 510 538-1736 or Email: 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 1st
-  Very Generous Vacation Leave
-  Cafeteria Style Benefits Cover Employee's Core 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!*