

# JOB ANNOUNCEMENT

## Director, Community Services

**Position:** Director, Community Programs

**Location:** Hayward

**Start Date:** August, 2019 or until filled

**Starting Salary:** Depending on Experience

**Hours:** Full Time

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 for families and children.

4Cs is seeking an energetic and highly skilled Director, Community Services to join our Agency Leadership Team. The Director, Community Services is responsible for ensuring the delivery of high quality services for families as well as child care providers and leading the agency's community engagement efforts.

The ideal candidate will have experience in the administration of publically funded contracts, extensive knowledge of family and child care provider services and grant writing experience. This candidate must have excellent verbal and written communication skills and the experience necessary to represent the agency externally. The Director, Community Services will report directly to the Executive Director. This is an exempt position.

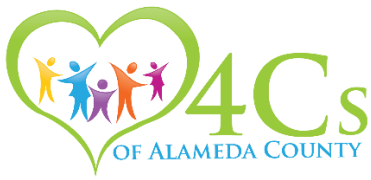
### DUTIES & RESPONSIBILITIES

- Ensure the delivery of high quality services for families and child care providers
- Provide leadership and direction for 4Cs' Resource and Referral and Hayward Promise Neighborhood programs
- Provide leadership and direction for 4Cs' community engagement activities, including agency communications, social media and community events
- Provide mentoring, reflective support, guidance and training to program managers who report to this position
- Serve on 4Cs' Agency Leadership Team and actively participate in strategic planning and program development
- Research and develop grant proposals to secure funding to enhance 4Cs' services
- Build and maintain relationships with community partners and policy makers and represent Agency with organizations and groups focusing on issues related to families and children













### QUALIFICATIONS

- Master's degree in Child Development, Social Work, Public Administration or related field preferred
- Experience in the administration of publically funded programs and contracts preferred
- Strong verbal and written communication skills
- Experience in mentoring and supervision of managerial staff
- Must have transportation

To apply, please send resume, cover letter to Ofelia White, Fax: 510 538-1736 or 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
-  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!*