

Marin Child Care Council (MC3)**Position Description:** Resource and Referral (R&R) Program Manager**Work Schedule** 37.5 hrs/ week, Exempt Status**Scope of the Position:**

The primary functions of the R&R are to provide child care referrals and resources to parents, provider support and data. The Resource and Referral Manager is responsible for the delivery of child care referrals and parenting resources to families, as well as technical assistance to the child care community. The manager also oversees the department budget; staff training and supervision; systems maintenance and development; department policy updating and creation; implementation, planning and program evaluation.

Primary Duties and Responsibilities of the Job:

- Ensure compliance with all program regulations and funding terms and conditions, including audit/review, regulations and guidelines.
- Coordinate and ensure timely submission of program reports to all funders.
- Coordinate and update provider files on a regular and timely basis
- Oversee development and maintenance of department administrative materials, policies and procedures in alignment with agency goals & policies.
- Represents MC3 in the community as a participant in child care related committees and presentations
- Actively engage in public policy efforts for child care providers and families.
- Continue to build relationships with local, state and federal legislators.
- Other duties as required.

Minimum Requirements:

- At least two years supervision experience preferred
- Experience managing, planning and implementing grants, projects or similar program
- Highly Desired: previous experience working in Resource & Referral Program
- BA/BS degree in Child Development, Social Welfare, Business; OR equivalent combination of education and experience.

Knowledge, Skills & Abilities

- Knowledge of resource & referral program services and the general child development field required
- Strong Communication (verbal and written); public speaking, organization, customer service, and critical thinking skills
- Knowledge of and ability to use Microsoft Word, Publisher and Excel
- Knowledge of adult management styles and people skills
- Ability to work as a team
- Ability to work evenings and weekends if necessary to complete contract requirements
- Ability to attend educational seminars in various locations.

Special Licenses or Certificates

CA Driver License and dependable auto with appropriate insurance coverage.

Reply with resume to Jody@mc3.org