



## **Program Manager**

\$2,500.00-\$3,846.15 bi-weekly

\$65,000-\$100,000 annualized\*

Full-time, Exempt

### **Background**

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership so all children reach their full potential. By working through partners with a focus on prevention, we are able to maximize our collective impact and cost-effectiveness, and leverage community resources with federal, state and grant dollars.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products.

### **Position Description**

The Program Manager, under the direction of the Director of Program and Evaluation, is part of a collaborative team responsible for planning and implementing the Commission's strategic priorities and contributes their expertise in early childhood to carry out the goals of the organization. S/he coordinates with countywide partners to advance First 5 Ventura County's goals and vision of success for improving outcomes and builds the overall system of care for young children and their families in Ventura County.

Examples of focus areas of this position may include:

- Multi-stakeholder collaboration to support universal primary prevention strategies to reduce child abuse and neglect
- Prenatal/Perinatal Policy and Program Development
  - Research and design programs and public policies to improve birth outcomes and early relational health, i.e., home visiting programs and support services.
- Coordinating trainings and communities of practice related to Infant and Early Childhood Mental Health
- Support the development of a Coordinated System of Care with community-based organizations, county public agencies and medical community
- Improve Equity Diversity Inclusion in Early Childhood by addressing systemic inequities and promoting equitable practices across early childhood systems.

## **Typical Duties and Responsibilities**

Duties may include but are not limited to the following:

### F5VC Commission Initiative Implementation

- Participate in developing and implementing the Commission's strategic plan, policies and procedures.
- Ensure alignment of funded initiatives and activities with program goals and strategies and monitor contract performance consistent with the requirements of a public entity.
- Manage external funding sources as required, assuring compliance with contractual requirements and maximization of leveraged funds.
- Program evaluation design, continuous quality improvement and results based accountability.

### Community Partnership and Collaboration

- Participate in community initiatives to identify and develop models for service integration and system change.
- Convene partner organizations to address issues affecting child development.
- Work collaboratively with community organizations and partners to improve quality, capacity, and evaluation of services for young children and families, including promoting best practices and quality standards across service systems.
- Promote and build parent engagement and empowerment.
- Promote cross-system governance and decision-making for issues affecting children and families.
- Advocate for young children and families by building a shared vision and creating public/political will for programs for young children, inclusive of encouraging countywide public and private organizations to increase their alignment of resources for improved outcomes for young children and their families.
- Represent First 5 Ventura County as required to promote the achievement of the organization's mission and goals, particularly as it applies to system change and capacity building. Make presentations as required.

### Organizational Capacity

- Serve as a thought leader by staying abreast of information about early childhood best practices and proposed local, state, and national policies and trends.
- Elevate new ideas and proven strategies to leverage First 5 Ventura County's resources and maximize revenues.
- Analyze and recommend improvements to evaluation framework inclusive of refinements to outcome performance measures, overall evaluation design, and need for additional evaluative studies, research and data analysis.
- Procure, manage, and/or supervise contractors, consultants, and/or staff as needed.
- Contribute to resource development, such as generating ideas for proposals, grant writing and grant report submission.
- Manage special projects and perform other duties as required.

## Qualifications

### Education

Bachelor's degree or equivalent in health and human services, public health, public policy, public administration, social work, early childhood, or related field. Master's degree preferred and may be substituted for one year of the required experience. Bilingual English/Spanish is desirable.

### And

Five or more years' experience:

- planning, coordinating, managing, and evaluating programs
- two years supervisory experience preferred.

Knowledge of **local** early childhood arena and children's issues a plus.

### Knowledge, Skills, and Abilities

- Knowledge of or ability to learn about the full range of programs, services, policies and issues that impact young children e.g., early childhood education, health and development; family support and well-being; and community engagement, including research-based, best, and emerging practices.
- Research experience or knowledge of infant mental health impacts of toxics stress and ACEs on early childhood development, policy and advocacy, systems change.
- Ability to interact and build relationships with a variety of constituencies, including but not limited to F5VC staff, partner agencies, family members, community partners and providers.
- Knowledge of program development, planning, collaboration, and evaluation and quality assurance methodologies
- Demonstrated success and leadership in mobilizing and coordinating systems, including strong collaboration, coalition building, and facilitation skills.
- Demonstrated analytical and critical thinking skills; provides recommendations with supporting rationale and business reason.
- Demonstrated commitment to issues of equity, diversity, and cultural competence in early childhood system building.
- Excellent written and oral communication skills with demonstrated ability to develop and deliver reports, recommendations, and presentations.
- Knowledge of managing/monitoring contractors and/or vendors, inclusive of developing scopes of work.
- Outstanding project management skills and an ability to handle a complex environment with multiple priorities; navigates and is adaptive to ambiguous, fast-paced environments; handles uncertain situations professionally and reasonably; and maintains flexibility to respond to changing circumstances or priorities.
- Strong decision-making skills with use of good judgment in recognizing scope of authority.
- Mission-driven and self-directed, with a demonstrated passion for First 5 Ventura County's work to strengthen families and improve child outcomes.
- Knowledge of principles and practices of results-based accountability with an ability to provide insights and draw conclusions from evaluation data and other learnings.

- Ability to work well as a team member and independently while collaborating with others to achieve desired goals/results.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to use widely supported internet browsers.
- Awareness of confidentiality laws. Handle confidential information with discretion and sensitivity to and respect for the privacy rights of clients, client families, and providers in all communications.

### **Work Environment**

- Some travel, primarily within the County and State to attend various meetings and seminars.
- Requires working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Possession of a valid California Driver's License and appropriate insurance.
- Due to the pandemic, F5VC currently permits staff to work remotely, and provides necessary equipment to support staff in maintaining social distance. Staff and community meetings are held via Zoom until further notice. If staff chooses to work on-site, they are expected to follow F5VC's health and safety procedures, in accordance with health protocols suggested by the Public Health Officer or other regulatory bodies, such as Cal-OSHA. Staff must be available for in-person meetings as needed.

\*Annualized at 260 work days per year