



Neighborhood for Learning Administrator

\$1,980.77 - \$3,169.23 bi-weekly

\$51,150 - \$82,400 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.

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.

First 5 Neighborhoods for Learning

Recognized nationally for excellence, the Neighborhoods for Learning are resource hubs supporting children prenatal through age five and their families. NfLs offer Parent and Child Together classes and resources for families with young children. Families can access screenings, referrals, parent education, and more in familiar, settings.

Position Description

The Neighborhoods for Learning (NfL) Administrator, under the direction of the NfL Manager and Director, oversees a comprehensive 0-5 family support and early learning program. The NfL Administrator is responsible for overseeing the effective delivery of Parent and Child Together classes, Welcome EVERY Baby home visiting, screenings, and family support services, such as parenting education, community resource and referral, and service coordination.

This position is contingent upon grant funding and has been approved for a limited term expected to end in March 2025. Upon conclusion of the grant term, position is subject to annual re-appropriation by the Commission. At-will employment.

Typical Duties and Responsibilities

Duties may include but are not limited to the following:

Oversight of Neighborhoods for Learning

- Plans for and guides the ongoing development and implementation of Parent and Child Together (PACT) classes, identification of needs, and care coordination
- Oversees the implementation of Welcome Every Baby! (WEB) to connect with expectant or new mothers to engage, offer screenings, or referrals for additional information or higher level services

*Starting salary is typically between \$62,400 and \$68,000 annually; however, it is ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity. Annualized at 260 work days per year.

- Provides a welcoming, culturally relevant environment for staff, parents, and children.
- Provides daily coordination and management of assigned locations and staff to ensure effective, efficient operations.
- Adheres to coordinating services with Ventura County Public Health guidance on best COVID-19 safety practices. Manages and reviews service delivery on a regular basis to achieve program objectives, outcomes, data entry and fidelity to evidence-based models.
- Manages the delivery of family support services including community resources and referral, service coordination and case management, and parent education.
- Supervises Early Childhood/Family Support, Home Visitation Staff, and administrative assistants including weekly individual meetings as well as annual reviews.
- Manages family outreach, enrollments, and intakes.
- Manages inventory of program material and coordinates ordering of supplies on a regular basis.
- Ensures services are aligned with the Strengthening Families Protective Factors Framework
- Develops PACT schedules and family support service schedules for each location
- Reviews evaluation data is collected for accuracy
- Continuously monitors data and analyze reports and statistics

Community Partnership and Collaboration

- Strategically engages families and organizations to identify service capacity and opportunities and delivers services that reach underserved communities in a culturally relevant way.
- Identifies opportunities to co-locate with community service providers to address the comprehensive needs of families.
- Works 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.
- Represents First 5 Ventura County to promote our mission and goals. Makes presentations as required.

Organizational Capacity

- Participates in professional development activities to keep abreast of best practices and trends for children prenatal to age 5 and their families
- Enables and promotes a culture of learning and continuous quality improvement, particularly in the delivery of PACT and WEB programs.
- Promotes the adoption of the Five Protective Frameworks as the Foundation of the Strengthening Families approach for programs and services.
- Contributes to resource development, such as generating ideas for grant proposals to leverage resources and maximize revenues.
- Participates in agency strategic planning process, including recommending future program direction and operations, budget, and staffing
- Manages special projects and performs other duties as required.
- Regularly drives and/or travels throughout Ventura County to perform the above job duties; driving is an essential function of this position.

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QUALIFICATIONS

Education

Bachelor's degree or equivalent in early childhood education, social services, administration, communications, public health, education or related field desired. Minimum 12 units of ECE/mental health/public health preferred. Associates degree or equivalent required.

Bilingual Spanish/English preferred.

Experience

Minimum of 2 years relevant program/personnel management experience, including supervising staff and managing delivery of services, preferably in a community site-based service location. Supervisory experience may be substituted with at least one-year of NfL experience.

Successful background and criminal clearance required, including but not limited to, California Department of Justice (DOJ), Federal Bureau of Investigation (FBI), Department of Motor Vehicles (DMV). Proof of a valid California driver's license and reliable transportation, automobile insurance and maintain an acceptable driving record as required by our insurer.

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.
- Ability to interact and build relationships with a variety of constituencies, e.g. parents, community partners, and staff.
- Excellent written and oral communication skills with demonstrated ability to develop and deliver reports, recommendations, and presentations.
- Mission-driven and self-directed, with a demonstrated passion for First 5 Ventura County's work to strengthen families and improve child outcomes.
- Strategic thinker who considers internal and external stakeholder needs and considers impact when making decisions.
- 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.
- Ability to work well as a team member and independently while collaborating with others to achieve desired goals/results.
- 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.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) desirable.
- Ability to learn how to use an online database (e.g. Apricot 360).

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.

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- Possession of a valid California Driver's License and appropriate insurance.
- May require managing a hybrid model of virtual and in-person Neighborhoods for Learning services.
- Staff are required to be fully vaccinated and boosted (if eligible) or submit to weekly coronavirus testing (PCR molecular or antigen)

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