



Program Manager: Neighborhoods for Learning

\$2,573.08 - \$3,961.54 bi-weekly

\$66,900-\$103,000 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.

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 (NfLs) are family resource hubs supporting children prenatal through age five and their families. NfLs provide early childhood education, health, and family support services such as Parent and Child Together (PACT) classes, developmental screenings, support with accessing resources, parenting education, and more in familiar settings.

Position Description

The Program Manager is responsible for improving outcomes for young children (0-5) by overseeing the Neighborhoods for Learning program. The Program Manager is responsible for assuring the effective delivery of Parent and Child Together classes in a culturally appropriate way, providing family support services, and integrating the Neighborhoods for Learning into the larger early childhood landscape in Ventura County. The Program Manager reports to a Director.

Typical Duties and Responsibilities

Duties may include but are not limited to the following:

Oversight of Neighborhoods for Learning (NfL) Family Resource Centers

- Ensure high-quality early learning and development, and family support program for children from birth to age 5

*Annualized at 260 work days per year. Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity

- Plan for and guide the ongoing development and implementation of Neighborhoods for Learning and their programming.
- Oversee the NfL staff, service delivery, operations, and facilities; ensuring fidelity to the model and consistency of high quality programming throughout the county.
- Supervise NfL Administrators including conducting ongoing and annual performance reviews
- Track and analyze data to ensure NfLs are meeting service and outcome goals, make recommendations and implement improvements as needed
- Utilizing CQI, support employee development through coaching and training
- Coordinate integration of NfL services with other F5VC, public agency, and community-based programs and services
- Collaborate with communications staff to promote NfL services, particularly in “hard to reach” communities, including ensuring consistent branding and reviewing requests for community event participation and sponsorships
- Support the recruitment and onboarding of new staff
- Ensure staff are up to date on required trainings and certificates

Community Partnership and Collaboration

- Convene partner organizations to address issues affecting children prenatal to age 5 and their families..
- 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.
- Participate in community partner meetings identifying and developing models for service integration and system change
- Represent F5VC at community events, make presentations as required
- 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

Organizational Capacity

- Participate in professional development activities to keep abreast of best practices and trends in early childhood education and family support
- Elevate new ideas and proven strategies to leverage First 5 Ventura County’s resources and maximize revenues
- Contribute to the development and production of Commission reports to describe funded services/programs and outcomes. Conduct research and data analysis, as assigned.
- Procure, manage, and/or supervise contractors, consultants, and/or staff as needed. Recruit and coordinate volunteers
- Contribute to resource development, such as generating ideas for grant proposals to leverage resources and maximize revenues.
- Promote the adoption of the Five Protective Frameworks as the Foundation of the Strengthening Families approach for programs and services

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- Assess existing NfL programs on an on-going basis, enabling and promoting a culture of learning and continuous quality improvement to further First 5's strategic objectives.
- Participate in agency strategic planning process, including recommending future program direction and operations, budget, and staffing
- Manage special projects and perform 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

Qualifications

Education

Bachelor's degree or equivalent in early childhood, education, human development, behavioral sciences, public health or related field; Master's degree preferred.

Experience

Five or more years of experience preferred:

- Planning, coordinating, managing, implementing, and evaluating programs
- Two years supervisory experiences
- In a community-based or public organization

Knowledge of **local** early childhood arena and children's issues a plus. Bilingual English/Spanish is highly desirable.

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

- Ability to lead multi-site teams to deliver standardized curriculum through activities that promote equity and value diversity
- 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.
- 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.
- Excellent written and oral communication skills with demonstrated ability to develop and deliver reports, recommendations, and presentations.
- Ability to interact and build relationships with a variety of stakeholders, including but not limited to F5VC staff, partner agencies, family members, community partners and providers.
- 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.

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- 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 managing/monitoring contractors and/or vendors, inclusive of developing scopes of work.
- Strategic thinker who considers internal and external stakeholder needs and considers impact when making decisions.
- Demonstrated analytical and critical thinking skills; provides recommendations with supporting rationale and business reason.
- 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)

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.
- This position works at a variety of Neighborhoods for Learning locations and the main First 5 Ventura County administrative office in Ventura. Occasional remote work may be considered.

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