Ready Kids East County Initiative Coordinator – Project

Reports to: Early Childhood Education Program Officer

Program: Early Childhood Education

Employment Status and Work Schedule

Exempt, full-time position, 40 hours per work week. Some evening and weekend hours required.

This position is fully grant funded, with the expected duration for the period of January 1, 2021 through December 30, 2023, and is contingent upon continuing funding.

Position Summary

First 5 Contra Costa has partnered with the Lesher Foundation and the East Contra Costa County community of Pittsburg to jumpstart the Ready Kids East County (RKEC) Initiative. The Initiative strives to improve the chances that African American and Black young children in East Contra Costa County (East County) will be ready for kindergarten physically, academically, socially, and emotionally.

Following an ecological model that looks at social determinants and root causes of school readiness, the RKEC Initiative seeks to engage parents and community members in uncovering and addressing the complex interpersonal, institutional, community, social, environmental, and public policy factors that perpetuate inequities in school readiness for African American and Black children in East Contra Costa County. We know that systemic disparities hinder their childhood health and academic success, and along with organizations and systems throughout the county and across the nation, we have much work to do to achieve equity.

The RKEC Initiative Coordinator works in partnership with the First 5 Contra Costa (First 5) Steering Committee, the community of parents, educators and other community members committed to this Initiative to identify systemic interventions, family strengthening services, resources, and long-term policy solutions to increase kindergarten readiness for African American and Black children.

Candidates should possess cultural humility, have experience working with diverse community groups, have familiarity with the K-12 school system, and be committed to improving kindergarten readiness and child and family well-being.

About First 5 Contra Costa

First 5 Contra Costa helps young children grow up healthy and ready to learn during the most important time in their development. We have nearly 20 years of experience funding innovative programs and advocating for policies that produce better futures for our children. Since our inception, First 5 Contra Costa has invested more than $140 million in Prop. 10 revenues to programs and services that help Contra Costa's children get the best start in life.

Vision: Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.

Mission: To foster the optimal development of our children, prenatal through 5 years of age.

Core Values: Our everyday work is grounded in our commitment to diversity & inclusion, equity, cultural humility, and community partnerships.

Learn more at www.first5coco.org.

Standard Functions and Responsibilities

- Work collaboratively and communicate effectively with grant partner, community, Design Team, and Steering Committee members
- Act as Initiative project manager by organizing and executing work plan tasks and activities to ensure milestone completion for grant
- Create and manage project timelines and activities
- Write, analyze and coordinate information for annual reports
- Provide outreach and Initiative engagement to East County parents and community members
- Develop and track budget expenditures
- Ensure deliverables of the Initiative are being met
- Represent First 5's interest when working with partners
- Work with First 5's Communications Team to develop and disseminate outreach materials
- Gather needed research, data and other information to support Steering Committee and Design Team activities
- Communicate and provide coordination support to community partners including school district personnel
- Work closely with African American and Black families and community members to uplift the goals of the Initiative
- Plan, organize and attend meetings including Steering Committee, Design Team, community, and others as needed

Minimum Education and Experience Requirements

- A Bachelor's degree in early care and education, public policy, human services, social work or a closely related field, and three to five years of relevant work experience with progressive responsibilities. A Master's degree is preferred.
- Experience serving Black and African American families
- An understanding of Black and African American culture and community needs
- Demonstrated knowledge of project management

- Experience in programmatic analysis and report preparation
- Experience supporting grants efforts including tracking and managing deliverables, invoicing, and report writing
- Strong organizational and time management skills with ability to prioritize effectively
- Attention to details and excellent follow through
- Ability to anticipate upcoming needs and potential problems and approach them with a problem-solving mindset and communicate them to supervisor.
- Excellent computer skills in MS Office applications – Word, Excel, PowerPoint, Outlook
- Strong verbal and written communication skills
- Self-directed and action oriented, see what needs to be done and responds
- Works well with others and is a strong collaborator
- Ability to work with a diverse group of stakeholders
- Ability to work independently and as part of a team with diverse populations and groups
- Good sense of humor
- Strong facilitation skills
- Strong interpersonal skills
- Valid California driver's license and automobile insurance

Preferred, not required

- Knowledge of best practices in family-centered care and family engagement, school readiness, and the K-12 school system
- Experience working with early education, human services providers and administrators, and/or non-profit staff
- Knowledge of Contra Costa County, ideally knowledge of East Contra Costa County

This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change.

Salary and Benefits

The salary rate is $35.00 per hour. First 5 Contra Costa offers a comprehensive benefits package.

How to Apply

Please submit your **resume** and include a brief **letter of introduction** that summarizes why you are ideally suited to this position. *Incomplete submissions will not be considered.*

Electronic submissions should include **RKEC** in the subject line and be sent to HR@first5coco.org.

The position will remain open until filled.

First 5 Contra Costa is an Equal Opportunity Employer.