



POSITION ANNOUNCEMENT Program Officer

Reports to: Deputy Director

Department: Programs

Employment Status and Work Schedule

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

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.

Position Summary

First 5 Contra Costa Program Officer positions have oversight of one or more program areas and require relevant subject matter expertise in those areas. The Program Officer position has managerial responsibilities, including acquiring and allocating resources, budget development and monitoring, defining program area objectives and developing work and project plans, monitoring contractors, and supervising staff, managing partnerships and coalitions, and evaluating the program's results. The Program Officer will work closely with the entire First 5 Contra Costa team to understand the network of partners and services supporting Contra Costa County families with young children. The knowledge, skills and abilities listed below indicate the common aspects of the Program Officer position, however for recruitment purposes relevant subject matter expertise is required to be considered as a qualified candidate.

Early Childhood Program Officer

The Early Childhood Program Officer holds the overall responsibility for the agency's work in early childhood education (ECE) and works collaboratively with the program team to plan, monitor

and/or coordinate services and resources that support families with young children. Under the direction of the Deputy Director and in collaboration with other Program Officers (Managers) and staff, the Early Childhood Program Officer will lead the planning and implementation of early childhood projects and initiatives related to early childhood education and strengthening families. First 5 Contra Costa's current efforts in early childhood education focus on promoting providers' professional development, program quality improvement, and stabilizing the provider workforce – all with the goal of enhancing children's school readiness. First 5 Contra Costa's current efforts in strengthening families focus on increasing parents/families' protective factors and resiliency and enhancing access to early childhood services for families in need. This position will have a prominent leadership role in Contra Costa County's early childhood landscape by leading, influencing, and contributing to the design, planning and implementation of early childhood programs, policies, and approaches.

The Early Childhood Program Officer will have strong knowledge of major public programs, funding streams, policy trends, research, and best practices in child development, and early care and education. The Early Childhood Program Officer will possess expertise in program design and monitoring, budget development and management, project management, supervision, systems change, research, and local, state, and federal policy related to early childhood. They must demonstrate the ability to effectively manage and supervise teams, establish collaborative relationships, communicate professionally, develop community and systems partnerships, build consensus, and facilitate collective problem solving, and understand the unique responsibilities and accountabilities of representing a public agency. The Early Childhood Program Officer holds a management and leadership role and requires a person who works with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort. The Early Childhood Program Officer ensures programs reflect First 5's core values of diversity & inclusion, equity, cultural humility, and community partnership.

Essential Duties and Responsibilities

- Leads and manages a variety of professional development and program quality improvement projects for early care and education program, including but not limited to the Contra Costa Professional Development Program, Quality Counts California, Contra Costa Quality Matters, and other related efforts.
- Leads and manages efforts to enhance the stabilization and professionalization of the early care and education workforce in Contra Costa County.
- Leads and manages a variety of school readiness projects and initiatives, including efforts that focus on African American/Black families, and that promote collaboration between the early learning system and the K-3 grades.
- Plans, leads, and manages relevant and responsive projects that increase cross-sector collaboration between early care and education systems, family strengthening systems, and other systems that impact families with young children.
- Develops and maintains partnerships and collaborations with individuals and organizations to enhance success of First 5 Contra Costa's goals.
- Monitors, evaluates, and analyzes trends, local/state/federal policy, research, and initiatives relevant to early childhood education to determine impacts locally and possible opportunities to enhance/expand First 5 Contra Costa's efforts.
- Participates in local cross sector community and systems collaboratives focusing on the early childhood field or where there are opportunities to add early childhood issues to a broader collaborative.

Knowledge and Abilities:

Ability to:

- Supervise staff using asset-based approaches and strategies.
- Develop cross-sector community and systems partnerships including a variety of public, private, nonprofit, and grassroots organizations.
- Communicate persuasively, both orally and in writing, in varied settings and to different audiences.
- Manage multiple program areas, contracts, staff members, and priorities simultaneously while upholding quality standards.
- Think critically and approach problem solving creatively when managing complex issues and while considering the needs of varied stakeholders.
- Prioritize work, communicate with supervisor about work challenges, meet critical deadlines, and pay great attention to detail with excellent follow through.
- Conduct research, analyze information, summarize findings, and make recommendations.
- Model and promote organizational values and participate as a key strategic partner in the organization.
- Demonstrate commitment to diversity and inclusion, values perspectives and promote contributions by all.
- Work with diverse personalities with a wide variety of cultural and professional backgrounds and experiences including Commissioners, staff, public agency partners, and community partners.
- Effectively partner with other organizations, including school districts, County departments, community-based organizations, and grassroots efforts, to develop projects, identify needed resources, and define key outcomes and milestones, ensure that appropriate monitoring and evaluation processes are established to support learning, and meet goals.
- Work closely with contractors to achieve desired impact of grants by conducting site visits, providing technical guidance, convening meetings of key stakeholders, and by applying and monitoring performance measures.
- Prepare and deliver formal and informal presentations at venues such as public meetings, conferences, workgroups, and events.
- Plan, develop and manage budgets; ability to manage multiple private and public funding streams with varying requirements; demonstrated ability to understand and use financial reports to monitor and manage program budgets.
- Conduct research on potential funding opportunities and collaborative partnerships and complete grant applications through a variety of funding streams.

Knowledge of:

- Public or non-profit procurement, contracting and grant monitoring processes.
- Early childhood, child development and the early care and education fields.

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.

Supervisory Responsibilities

Effectively supervises staff in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding, mentoring, coaching and disciplining employees;

addressing complaints and resolving problems.

This position would directly supervise several positions. Supervision of additional staff may be assigned as needed.

Minimum Education and Experience Requirements

A master's degree from an accredited college or university in Education, Social Work, Psychology or a closely related human services field and a minimum of 5 years of experience in program design, implementation, policy, or research related to the above fields.

OR

A bachelor's degree from an accredited college or university in the above listed fields and 7 years of experience in program design and monitoring, policy, or research related to those fields.

Must possess a valid California driver's license and automobile insurance.

First 5 Contra Costa COVID-19 Vaccination policy

First 5 Contra Costa prioritizes the health and safety of our staff and has adopted the county's COVID-19 vaccination policy for all employees. To be compliant with this policy, all new staff members shall be required to provide proof of their vaccination status or exemption required documentation at the start of their employment.

Preferred, not required.

- Spanish fluency, both oral and written, is highly preferred.
- Experience working or living in Contra Costa County or the Bay Area.

Salary and Benefits

The salary range is \$90,746.83 to \$115,146.76. First 5 Contra Costa offers a comprehensive benefits package.

How to Apply

Please submit your resume, a professional writing sample, and 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 **Early Childhood Program Officer** in the subject line and be sent to HR@first5coco.org.

First 5 Contra Costa is an Equal Opportunity Employer. First 5 Contra Costa is committed to providing a diverse and inclusive work environment for employees and welcomes applicants of all backgrounds. First 5 Contra Costa does not discriminate on the basis of race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions) or gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or gender expression, genetic information, medical condition, or any other basis protected by applicable law.