



Program Coordinator

Quality and Technical Assistance

\$42,000-63,000 annually at full-time

Candidates interested in job sharing and part-time positions may be considered

Overview

Funded through an increased tax on tobacco products, First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10). Our mission is to promote school readiness through investments in health, early learning and family strengthening, benefiting children from prenatal to 5 years of age. First 5 Ventura County envisions a future where all Ventura County children thrive in healthy, supported environments. 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. 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.

Since its inception, F5VC invested in place-based services through its core initiative - Neighborhoods for Learning (NfL). Neighborhoods for Learning are designed to maximize school readiness for children by transforming fragmented under-funded programs for young children into a comprehensive, organized, integrated and well-funded system. Neighborhoods for Learning (NfL) provide Parent and Child Together (PACT) classes with a focus on 0-3 year olds and family support services through Family Resource Centers (FRCs) in high-need neighborhoods throughout the county.

Position Description

Under the direction of First 5 Ventura County Program Manager, the Program Coordinator provides technical assistance to First 5 Ventura County Neighborhoods for Learning and other funded partners to ensure the highest quality of services and fidelity to the PACT model. S/he focuses on improving environments and practices towards building and maintaining alignment to the PACT Best Practices and Implementation Standards. S/he also engages in ongoing technical assistance dialogue with funded partners to assure consistent, high quality family support services.

Typical Duties and Responsibilities

Duties may include but are not limited to the following:

- Assess existing programs (PACT and family support services) on an on-going basis, enabling and promoting a culture of learning and continuous quality improvement to further First 5's strategic objectives.

**At-will employment relationship. Position is subject to annual re-appropriation by Commission.

- Develop and implement technical assistance and quality improvement plans in partnership with funded partners to improve the quality of programs.
- Support alignment of funded partner activities with program goals and strategies, and monitor performance consistent with best practices and standards.
- Participate in professional development activities to keep abreast of best practices and trends in services for children prenatal to age 5 and their families.
- Promote and build parent engagement and empowerment.
- Participate in funded and community partner meetings (e.g., NfL leadership meetings)
- Manage special projects and perform other duties as required.

Qualifications

Associate's degree or equivalent in early childhood, social science, education, health, or related discipline with 3 or more years experience in early childhood program implementation, preferably with a focus on infants, toddlers, and family support.

Bilingual English/Spanish is strongly desirable. Knowledge of local early childhood programs and children's issues a plus.

Knowledge, Skills, and Abilities

- Demonstrated ability in coaching, training, and modeling practices to improve environment, program effectiveness and child outcomes.
- Familiarity with the Program for Infant Toddler Care, Teaching Pyramid and the California Infant/ Toddler Learning & Development Foundations
- Demonstrated understanding of and commitment to issues of equity, diversity, and cultural competence in early childhood.
- Knowledge of or ability to learn about research-based, best, and emerging programs and practices for services that impact young children e.g. early childhood education, health and development; family support and well-being; and community engagement.
- Excellent written and oral communication skills with demonstrated ability to develop and deliver reports, recommendations, and presentations.
- Ability to interact and build positive relationships with a variety of constituencies, e.g. funded programs, families, community partners, staff, and Commissioners.
- Mission-driven and self-directed, with a demonstrated passion for First 5 Ventura County's work to strengthen families and improve child outcomes.
- 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.
- 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.

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Work Environment

- Extensive travel within the County to carry out the responsibilities of the position. Some travel within the 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.