



Job Announcement

Project Manager South Coast Family Engagement Initiative

Job Description

Puente de la Costa Sur seeks a bilingual (English/Spanish) Project Manager to oversee successful implementation of a 0-5 Family Engagement Initiative in the San Mateo County South Coast communities of La Honda, Pescadero, Loma Mar and San Gregorio. The manager will work as part of a Puente/La Honda-Pescadero Unified School District team to build community capacity around early childhood education, develop and implement evidence-based practices in early literacy and math fluency programs that increase family engagement, care provider training, and positive child outcomes. The manager reports to the Academic Director at Puente in Pescadero and supervises one .5FTE Early Literacy/RAR+ Specialist.

Responsibilities include:

- Implement priorities of the South Coast Family Engagement Initiative, as approved by the Heising-Simons Foundation grant process for at least a two-year period, July 2014-June 2016. Priorities include two evidence-based programs: Raising a Reader Plus Family Nights, and Abriendo Puertas/Opening Doors (family engagement and empowerment).
- Organize and facilitate regular meetings of the South Coast Early Childhood Education Steering Committee and attend regional meetings of other Early Childhood Education cohorts, as needed.
- Coordinate with Puente, district staff and evaluation consultants to capture data needed for adherence to program fidelity.
- Manage program budget and prepare program reports.
- Supervise Puente Early Literacy/RAR+ Specialist and provide onsite support for home-based Early Head Start specialist provided by Institute for Human and Social Development.
- Train and supervise youth and adults who provide childcare during Puente programming.
- With initiative team, develop and implement additional early literacy and numeracy activities for caregivers as well as families with children ages 0-5, e.g. Story Time, organize center-based activities for caregivers/parents and children.
- Make home visits to families with children ages 0-3 related to expansion of Raising a Reader, and, with district staff, to families with children in preschool and Kindergarten.
- Support efforts to identify, train, network and support in-home childcare providers.
- Work with school district staff to coordinate services and exchange of information within the partnership.
- Coordinate all Puente services to families of children 0-3.
- Lead initiative efforts to bring center-based care for children, ages 0-5, to the South Coast.



Minimum Qualifications

- Completion of a BA degree and major coursework in the human services field, public health, business or public administration, including early childhood education, **AND**
- Four years of professional experience in implementing community programs in a public or private nonprofit agency, particularly working with dual language learners;
- Broad knowledge of early literacy and childhood literacy, child learning theories and philosophy as well as programs for dual language learners;
OR an equivalent combination of education and experience.
- Willingness to work some evenings and weekends.
- Excellent and proven oral presentation skills and written communication skills in English and Spanish.
- Strong ability to work effectively with staff and public in a multicultural environment.
- Experience managing volunteers.
- Valid driver's license, automobile in good working order and current auto insurance.
- Computer word processing, spreadsheet, and database management skills, with proficiency in Microsoft Office preferred.
- Experience with professional development delivery.

Experience, Skills and Abilities desired

- Demonstrated leadership in implementing, monitoring and evaluating educational programs, especially those serving children 0-5.
- Demonstrated experience with providing resources, education and support to rural, monolingual Spanish-speaking childcare providers, parents and children.
- Work in teams with diverse populations from different ethnic/cultural groups.
- Ability to provide leadership and guidance to sustain effective partnerships and consensus around project priorities and values.
- Understand need to maintain confidentiality in the work, as required.
- Experience with presenting reports and recommendations to individuals, groups, public entities and philanthropic sponsors.
- Analyze situations accurately and adopt an effective course of action, maintaining flexibility in managing operations and problem-solving.
- Organize and facilitate training and other group interactions.
- Understand, interpret and apply laws, rules and regulations as they relate to assigned area of responsibilities.

Location: Puente de la Costa Sur, Pescadero

FTE: 1.0 (fulltime)

Appropriate placement on salary scale depending on qualifications

Please send resume, cover letter and references by Friday, July 25, 2014 to:

Kerry Lobel, Executive Director

Puente de la Costa Sur

P O Box 554, Pescadero, CA 94060

By e-mail to: klobel@mypuente.org and sabel@mypuente.org