



JOB ANNOUNCEMENT AND DESCRIPTION

Position: Strategic Initiatives Officer
Reports To: Director of Strategic Initiatives
Classification: Exempt
Salary Range: \$55,000 to \$70,000
Deadline to Apply: November 9, 2016

Position Summary

Under the general direction of the Director of Strategic Initiatives, the Strategic Initiatives Officer serves as the primary day-to-day lead responsible for the development, implementation and coordination of select First 5 Fresno County initiatives including, but not limited to, the Region 5 IMPACT Regional Coordination and Training and Technical Assistance Hub (Hub) and the Lighthouse for Children Community Learning Center.

Project Descriptions

IMPACT Hub

First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) forges partnerships between First 5 California and counties with the goal of increasing the number of high-quality early learning settings through the state's Quality Rating and Improvement System (QRIS). The primary focus of the Hub is to provide coordination and specialized support to regional county partners implementing IMPACT grants (Fresno, Kern, Kings, Madera, Mariposa, Merced and Tulare). To learn more about IMPACT and the Hub visit www.cfc.ca.gov/programs/programs_impact.html.

Lighthouse for Children Community Learning Center

The Community Learning Center is a network of community partners working together to provide classes and workshops that encourage and foster healthy relationships and aims to increase early literacy, language and school readiness skills for young children and their families. Along with family services, the center also supports professionals working with young children. For more information visit www.lcfresno.org/families.

Note: The primary projects assigned to the Strategic Initiatives Officer are subject to change based on First 5 Fresno County's community investments.

Primary Duties & Responsibilities

- **IMPACT Hub**
 - Lead the process for regional planning, organizing, coordinating, and implementing the QRIS in the seven county region, in collaboration with consortia partners serving children ages 0-5.
 - Contribute to the development of Hub goals and objectives, and plan for their implementation.
 - Facilitate the development and management of the Hub budget and contract with First 5 California.
 - Identify resources to support consortia in their early childhood systems building efforts (build local consortia; finance strategically; enhance and align standards; recruit and engage participants; create and support continuous quality improvement efforts; ensure accountability; coordinate regional anchors, coaches and trainers; and promote public

- outreach and communication).
 - Plan, coordinate and/or facilitate regional professional development and learning opportunities related to the QRIS.
 - Develop effective communication processes and networks to access and disseminate information across consortia participating in the Hub; assist with strategic planning functions related to implementation of the QRIS.
 - Serve as a resource to consortia participating in the Hub.
 - Share responsibility with the Lead Agencies in each of the participating consortia to abide by the terms of the First 5 California Local Area Agreement.
- Community Learning Center
 - Oversee the ongoing development, implementation and coordination of the Community Learning Center.
 - Supervise and support assigned AmeriCorps members serving at the Community Learning Center.
 - Facilitate ongoing Community Learning Center partnerships with community agencies.
 - Strategize, refine and implement policies and partnerships to provide needed services to children and families.
 - Support in the collection of data to evaluate services and service design.

Qualifications

Education/Certification

- Bachelor's Degree from an accredited college or university in Child Development, Early Childhood Education, or a related field required. Master's degree in a related field preferred.

Skills/Experience

- Minimum of five years of supervision or administration in early care and education or related programs.
- Record of successful accomplishment in organizational leadership and program/budget management for complex, large-scale projects involving collaboration and delivery of staff development.
- Strong content and working knowledge regarding QRIS elements and early learning quality improvement work preferred.
- Culturally competent; able to work effectively cross-culturally.
- Excellent written and verbal English communication skills.
- Ability to speak in a clear, informative, and engaging manner to large groups.
- Exhibits initiative, sound judgment, and works well under pressure.
- Excellent organizational skills and ability to adapt to new conditions, assignments, and priorities.
- Effective interpersonal communication skills and ability to foster collaborative relationships and partnerships.
- Self-motivated, and able to work independently with minimal supervision.
- Problem-solving and analytical skills.
- Proficient in Microsoft Office Suite and database management software.
- Ability to interpret, analyze and utilize data sets to guide decision making.
- Valid California driver's license and satisfactory driving record, and auto liability insurance required.

Physical Requirements

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with callers and community members, and visual acuity sufficient to read a computer screen and paper documents.

Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. The position will involve frequent travel to regional counties, Commission meetings and events.

Organizational Accountabilities

The following are agency values in the form of organizational accountabilities that we, at First 5 Fresno County strive to encourage, develop and strengthen in all team members:

Mission: Shares in and displays a commitment to the mission and philosophy of First 5 Fresno County in providing excellent internal and external customer service. Actions and decision-making exemplify the mission, demonstrate cultural sensitivity, dedication, and compassion, and are in the best interests of the Commission, its staff, partners and the community.

Teamwork: Demonstrates ability to work harmoniously with others to get a job done. Attitude promotes positive work environment; respects others; resolves issues and conflicts. Communicates effectively with team members and provides constructive suggestions to improve team performance.

Professionalism: Maintains the necessary level of professional knowledge and technical proficiency to fully perform all job requirements. Identifies growth opportunities and takes initiative to increase competency.

Leadership: Acts in a self-directed manner; takes action before being directed by others or forced by events. Seizes opportunities and is proactive in avoiding potential problems. Learns from own mistakes; adapts to changing conditions; takes on challenging or difficult assignments. Inspires excellence and commitment in others.

Planning/Time Management: Determines resources and actions required to accomplish objectives. Sets priorities and manages time effectively to meet deadlines and follow through on commitments. Identifies potential problems and opportunities and works with supervisor to plan contingent actions, as appropriate.

Integrity and Trust: Is widely trusted and seen as truthful; presents the facts in an appropriate and professional manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

How to Apply

Submit a cover letter detailing your experience and skills that make you an ideal candidate along with your résumé. Please also include a list of three current professional references, with accompanying letters, who can attest to your pertinent knowledge, skills and abilities for this position. Submission can be sent via e-mail to Zaira Valeriano at zvaleriano@first5fresno.org or delivered in person during normal business hours by 5:00 p.m. on the deadline date. Deadline to apply is November 9, 2016. Position will be open until filled.

Office address: 2405 Tulare Street, Suite 200, Fresno, CA 93721.