

ANNOUNCEMENT FOR POSITION:
Child Care and Development Planning Council Coordinator

HOURS AND COMPENSATION

This is a 24 hour per week, salaried position. There is a cafeteria benefits plan available; health and dental insurance are part of the benefits package. There are two weeks paid vacation plus paid holidays annually. Benefits are pro-rated for part-time staff. Salary is based on an FTE of \$55,000 to \$60,000 per year, depending on experience, and will be between \$33,000 and \$36,000 for this position.

THE POSITION

The Child Care and Development Planning Council Coordinator is the primary staff support person to the Solano County Child Care and Development Planning Council. This Council is appointed by the Board of Supervisors and the Superintendent of Schools and is responsible for a range of child care planning and coordinating activities including setting priorities for funding of subsidized child care for low income families and working to improve the quality of child care in our County. The individual in this position will be expected to:

- Conduct and facilitate community outreach and planning meetings in a mutually supportive manner
- Attend local and regional meetings, conferences and other events that focus on child care and use the information gathered to inform local activities.
- Accurately interpret implications of data for various public policy options and monitor and/or advocate for/against legislation impacting the child care needs in Solano
- Assist with the identification, gathering, and analysis of complex data relating to child care needs throughout Solano County
- Generate articulate, concise written reports; write/complete all needed county and state-level reports
- Assist with grant-writing
- Work well with individuals of diverse backgrounds
- Build community understanding and support for safe, affordable, developmentally appropriate child care
- Accommodate other duties as assigned

SKILLS, EXPERIENCE AND ABILITIES

The person in this position must be consumer oriented, possess excellent people skills, listening skills, and problem solving skills, good basic math skills, good oral and written communication skills and be highly organized and capable of working in a fast changing work environment. Experience working with the press desirable.

QUALIFICATIONS

- Preference for BA in Child Development, Social Work, Psychology or related Human Service Field
- At least 3 years of experience working directly with child care programs in California
- Knowledge of social and educational service delivery systems including state and federally funded child care programs, and welfare reform.
- Computer literate: knowledge of various computer on-line systems
- Capacity to handle multiple demands at one time and to remain flexible
- Capacity to perform well with minimal supervision in intense working environment
- Experience in working successfully and collaboratively with other agencies, community groups, and boards
- Strong skills in public speaking, community organization & consensus-building

APPLICATION PROCESS

Submit a cover letter, resume and two letters of recommendation to:

Allissa Smith

Children's Network of Solano County

827 Missouri Street, Suite 5

Fairfield, CA 94533

Or email these items to Allissa at asmith@childnet.org