



## JOB ANNOUNCEMENT

### Early Learning Communities Network Project Coordinator

<b>Position:</b>	Early Learning Communities Network Project Coordinator		
<b>Location:</b>	Hayward	<b>Work Week:</b>	37.5 Hours
<b>Salary:</b>	\$25.21 DOE	<b>Start Date:</b>	ASAP
<b>Position End Date:</b>	June 2021	<b>Hours:</b>	8:30am – 5:00pm Some evenings and weekends

Since 1972, 4Cs of Alameda County has been dedicated to providing child care referrals, education and payment assistance to children, families, and child care providers in Alameda County. 4Cs mission is to develop and coordinate resources to strengthen families and children. We embrace the Strengthening Family Framework

The Early Learning Communities Network (ELCN) is made up of different cities across Alameda County who have created an early learning action plan to guide their city's early learning work. The City of Hayward's plan includes: aligning and mapping early learning services, one-time community events, parenting supports, and a focus on developing an Early Learning Advisory Committee to identify early learning advocacy areas.

4Cs of Alameda County is the City of Hayward's ELCN lead agency, responsible for project coordination and data reporting. Other Hayward ELCN partners include Hayward Public Library, Hayward Unified School District, City of Hayward, and community members.

4Cs is seeking an energetic, self-directed, organized and highly collaborative individual to coordinate the ELCN work. This is a temporary position and the project will end in June 2021. The ELCN Project Coordinator will be responsible for implementing all components of Hayward's early learning action plan, in partnership with other city agencies, as well completing necessary data reports. The ELCN Project Coordinator will report to the Hayward Promise Neighborhood (HPN) Early Learning Manager. This is a non-exempt position.

#### DUTIES & RESPONSIBILITIES

- Align and map early learning services in Hayward: Review City of Hayward Plan, HUSD early learning guiding document, HPN Early Learning Plan and development recommendations for alignment

- Convene all city early learning stakeholders for a community building summit to promote services available to families with young children
- Expand community programming and resources for parents with young children such as Parent Cafes, Fatherhood Support groups, and Help Me Grow
- Coordinate a film night focused on early learning
- Recruit and convene Early Learning Advisory Committee members in five meetings to develop early learning advocacy priorities
- Award community member mini grants to hold listening session to establish vision for a mobile early learning resource unit
- Serve as 4Cs' ELCN data manager, overseeing data collection and reporting to First 5 on performance measures
- Attend relevant meetings at 4Cs or out in the community
- Represent 4Cs at ELCN community meetings and events

## QUALIFICATIONS

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- Bachelor's degree (preferred)– Major in Early Childhood Education, Social Work, Human Development, Public Administration or a related degree
- Familiarity with early care and education landscape, including prek-3<sup>rd</sup> grade, and other systems of care and support for children birth to eight and their families
- Experience working effectively with collaborative cross-sector partnerships
- Familiarity with Results Based Accountability framework desirable
- Ability to take initiative, resourcefully identify and solve problems and be accountable for results
- Demonstrated cultural sensitivity and experience working effectively with people from diverse backgrounds
- Strong organizational skills and ability to establish new procedures and systems
- Strong communication skills, verbal and writing
- Must have valid California driver's license, personal automobile insurance and access to own transportation
- Ability to work on evenings or weekends, as needed

To apply, please send resume and cover letter to:












4Cs of Alameda County  
 22351 City Center Drive  
 Hayward, CA 94541

Email: [resumes@4c-alameda.org](mailto:resumes@4c-alameda.org)

*Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.*



## *4Cs is a Great Place to Work!*

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1<sup>st</sup>
-  Very Generous Vacation Leave
-  Health Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  401k Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment