

Job Announcement and Description

Position:	Early Childhood Initiatives Specialist
Classification:	Non-Exempt, Full Time
Position Salary Range:	\$36,120 - \$56,120
Reports To:	Early Childhood Initiatives Director
Deadline to Apply:	Tuesday, July 6, 2021 / Open Until Filled

Position Summary:

Under the general direction of the Early Childhood Initiatives Director, this position is *primarily* responsible for administrative support to the agency's Community Learning Center and the Glow! Group Prenatal Care and Support program, including clerical tasks, data entry, logistics, and other program and agency administrative activities to ensure the efficiency and effectiveness of programmatic and agency operations and processes.

The **Community Learning Center** (CLC) is housed within the Lighthouse for Children facility offering a wide variety of services targeting families with young children that encourage and foster a healthy start, healthy relationships, early literacy, language, and school readiness skills. Along with services for families, the CLC also offers communal space for trainings, educational events, and community workshops for professionals working with young children.

The **Glow! Group Prenatal Care and Support Program** (Glow!) is an innovative and comprehensive program that incorporates prenatal care, guidance, and support to pregnant women. In a group setting, 8-10 women with similar due dates from the same medical practice receive prenatal care, share support with other women, and gain knowledge and skills related to pregnancy, birth, and parenting. The goal is to improve the health of Fresno County moms and their babies.

Essential Duties & Responsibilities:

While this position's core functions are described below, it is also expected that the Specialist understands each of the agency's investment areas and actively participates in agency programmatic planning and activities.

Community Learning Center

- Maintain conference room calendars and ensure appropriate set-up of the space and equipment for community partners that use the space.
- Perform administrative supportive tasks involving phone calls, data entry, creating documents, organizing use of shared space, and general logistics, organization, and up-keep of the Community Learning Center rooms. Coordinate approach and response to unique needs in any of these areas.
- Keep accurate inventory of program supplies and process supply orders as needed.
- Assist visitors, community members and partners by welcoming them, answering telephone calls, responding to voicemails and emails and providing requested resources and referrals in a professional, friendly and timely manner.

Glow! Group Prenatal Care and Support Program

- Monitor and update group session calendars, including developing and updating schedules and other program documents and aid in correspondence and information dissemination to program, research, and clinic staff.
- Maintain a participant tracker and provide recruitment information to program and clinic staff in a timely and confidential manner, complying with private record requirements.
- Provide clerical and administrative support such as scheduling meetings/sessions, drafting correspondence, data entry, maintaining accurate inventory of program supplies, process orders and coordinate the distribution of supplies, etc.
- Assist with specific programmatic and fiscal reporting and evaluation requirements.

Other General Duties

- Maintain accurate files and documentation for the agency.
- Develop, update, and compose correspondence, reports, memoranda, and forms, as requested.
- Participate in First 5 Fresno County trainings and convenings.
- Offer support and/or collaborate with other agency projects and staff as needed.

About First 5 Fresno County

At First 5 Fresno County (www.first5fresno.org) we believe children thrive when their families thrive. We invest in and partner with public, private and community benefit agencies to strengthen our community's supports for families with young children. We envision a future where all children and their families are healthy, loved, and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the well-being of every child and family. First 5 Fresno County's Lighthouse for Children (www.lfcfresno.org) is a three-story community building housing a child development center, a community learning center, conferencing and office space for early childhood-focused agencies.

Qualifications

Education/Experience

- B.A./B.S. degree in early childhood, business/public administration, public health, social sciences or related field recommended.
- OR a minimum of two years of experience in a related field.

Skills we look for:

- Ability to promote and sustain diversity, inclusion, equity and respect for parents, children, staff, and community partners.
- Have awareness (or be willing to develop it) of your own attitudes, beliefs, biases and assumptions about others.
- Able to manage a variety of ongoing and overlapping tasks with great attention to detail, with multiple deadlines and under pressure.
- Ability to learn quickly and think critically.
- Proven problem-solving skills and sound judgment.
- Capacity to write and speak in an accurate, brief, and clear manner.
- Quick to take initiative and be creative in approaches to work.
- Possess excellent organizational skills.
- Open and solution minded. Asks thoughtful questions.
- Self-motivated and ability to work independently with minimal supervision.
- Willing and able to build positive relationships with coworkers and partners, and promote a collaborative, workplace environment.
- Computer competence (Microsoft Suite and Adobe Acrobat).

Other Disclaimers

License Requirements

- Valid California driver's license and satisfactory driving record, and auto liability insurance required.

Physical Requirements

While performing these job duties, 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 includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents. Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, customers, and vendors.

Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. Some travel may be required.

Position Benefits

- Medical plan, Vision and Dental coverage
- Health Savings Account and Dependent Care Account
- Life insurance
- 401a retirement plan- employer contributed (approx.) eight percent of salary
- Accrual of Paid Time Off
- Holidays (currently 13 per year)

How to Apply

Along with your résumé, submit a cover letter detailing examples of why your experience and skills make you an ideal candidate and co-worker. Include a list of three professional references who can attest to your pertinent skills, knowledge, and abilities for this position.

Submissions in response to this announcement must be sent via email to jobs@first5fresno.org by the posted deadline.

First 5 Fresno County
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