

Early Care and Education Manager, Full-Time
Grail Family Services
Job Description



Job Title: Early Care and Education Manager
Classification: Full time, Exempt
Salary Range: \$55,000 to \$65,000 per year, plus benefits
Program: Mobility LABs
Reports To: Program Director

Grail Family Services Overview

Grail Family Services (GFS) partners with families, schools and communities to promote children’s success and well-being. We are a multi-service organization that serves families with young children in low-income communities. Over the past 21 years we have identified and successfully addressed multiple critical community needs. We design and deliver innovative solutions that are community-developed and research-informed. In addition to our programs and services for parents with young children, GFS offers a Family Engagement Professional Development Pro-gram for childcare providers, preschool teachers and TK-3rd grade teachers. To strengthen our partnership with families and to increase their accessibility to knowledge and resources around healthy child development, we developed the Building Blocks of Parenting™ (BBP) App, which is available in English and Spanish on both iOS and Android platforms. All GFS programs include a strong family engagement component. For more information, please see our website at www.gfsfamilyservices.org.

Si Se Puede Collective (SSPC) Overview

Grail Family Services is a proud member of the SSPC. The SSPC comprises five anchor organizations in the Mayfair neighborhood of East San José – Amigos de Guadalupe, Grail Family Services, the School of Arts and Culture at MHP, SOMOS Mayfair, and Veggielution. The SSPC formalizes the shared commitment of these organizations to serve low-income families living in the Mayfair community. By coordinating the work of these organizations, the SSPC aims to produce a much greater positive impact in the community than any one organization can do alone. The vision of the SSPC is for a Mayfair community that is rooted and thriving, where resilient families have confidence in their gifts, choices and dreams. The mission of the SSPC is to leverage the collective’s creativity, services and advocacy to create opportunities and access to basic needs, education, literacy, and community engagement.

Program Overview

In 2019-2020 the SSPC received a Mobility LABs planning grant to design an initiative to increase economic well-being in our community. During the planning phase, we learned about the evolving and exacerbated needs and priorities of our community. Through surveys, we learned that 81% of respondents defined economic wellbeing, as “enough to pay the bills,” which informed our decision to first target outcomes of economic stability in the short-term, and economic well-being in the longer-term. We decided to develop a program to support the childcare and food entrepreneur sectors. In designing the project, the question for us was: *What does mobility look like when it's not about moving out to higher opportunity neighborhoods, but it's about being rooted in home and having a permanent place to live and work?* We adopted a model of economic mobility that has three parts: economic well-being, collective agency and neighborhood belonging. Key activities for the project include training and development of childcare providers and food entrepreneurs, a no-wrong door system to ensure access to safety net services, a summer leadership bootcamp, community organizing and advocacy and storytelling to articulate participants’ stories and power. Beginning in the spring of 2021, the Si Se Puede Collective will recruit and

convene 30-40 East San José residents, interested in advancing economic mobility through childcare provision or food entrepreneurship. Our work ahead is centered on the voices and experiences of the people who live in East San Jose, and their clear desire to live in a community that not only allows for economic wellbeing, but one that uplifts their personal and collective agency, while fostering a deep sense of neighborhood belonging and pride, with roots and connection to heritage, arts and culture.

Position Summary

Early Care (EC) Mobility Lab Manager will facilitate, coordinate, implement, and integrate the activities for the Mobility LABs project. The EC Mobility Manager will lead the engagement and provision of training, support, coaching, and technical assistance to informal childcare providers participating in the project. The EC Mobility Manager will oversee the activities specific to the childcare provider cohort in addition to collaborating with other SSPC agencies to ensure that the project goals are fulfilled. The EC Mobility Manager will be responsible for the communication and coordination of Mobility LABs activities across the SSPC partner organizations and other partners. The EC Mobility Manager will also be involved in coordinating and delivering professional development trainings to providers that may include teachers, licensed and unlicensed childcare providers, nonprofits, and others.

Job Responsibilities

Responsibilities include but are not limited to:

- Identify and connect with unlicensed and licensed childcare providers in the community
- Engage, outreach, and enroll childcare providers to be part of the childcare provider cohort for the Mobility Labs program
- Lead the implementation of the childcare provider cohort trainings
- Support the implementation of the cohort overview workshops, leadership bootcamp and workshops common to the childcare and food entrepreneurs' cohorts
- Support childcare provider cohort participants with the completion of their self-assessments and workplans and conduct pre-and post-assessments
- Support Program Director to monitor and evaluate program objectives and program deliverables
- Support Program Director with program reporting, program evaluation and continuous program improvement
- Promote communication and coordination among SSPC partners
- Work with community navigators from all agencies to ensure childcare provider cohort participants are engaged in receiving services from SSPC member agencies as needed and supported by the no-wrong door wrap around services
- Supervise the GFS Community Navigator

Qualifications

- BA degree in education, child development, or related field required
- At least three years of experience providing services to families with young children
- At least two years of project management experience (e.g. planning, monitoring, and evaluation) in a community centered context, including in a leading position
- Strong experience conducting professional training with strong facilitation skills and ability to present ideas publicly
- Cultural sensitivity and proven experience in working with multi-cultural, low-income and underserved communities
- Ability to work closely with different professionals as part of a multidisciplinary team
- Strong ability to collaborate and establish partnerships with others

- Deep passion and commitment to advancing social justice in immigrant, working class communities
- Excellent communication, negotiation skills and problem-solving capacity
- Strong time management and organizational skills
- Ability to manage stress, multi-task, and make decisions
- Knowledge of/familiarity with East San Jose resources preferred
- Proficient in use of computer software including MS Word, Excel, PowerPoint, Outlook
- Bilingual English/Spanish required, with excellent written and oral skills in both languages
- Must have valid California driver's license, insurance, and reliable transportation
- Willingness and ability to work some evenings and weekends as needed

Compensation and Benefits

- Full time position must be willing to work some evenings and/or weekends
- Salary: \$55,000 to \$60,000 per year, depending on qualifications and experience.
- Full-time schedule (about 40-hours/week); with some evenings and/or weekend hours required.
- Medical, vision and dental insurance, valued at over \$6,000 per year, no employee shared cost.
- First year: 10 vacation days and 11 paid holidays with accrual based on 40 hrs. per week
- Generous sick leave policy: 8 hours per month with accrual based on 40 hrs. per week
- Eligible for 2 floating holidays per year after satisfying eligibility requirements
- 401(k) Retirement Plan, employer match contribution
- Flexible Spending Account (FSA)
- This position reports to the Director of Programs

To apply please send resume and cover letter to:

Nereyda Hurtado, Associate Director, nhurtado@gfsfamilyservices.org

No Phone calls please.

Grail Family Services is an Equal Opportunity Employer (EOE). Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, disability or veteran status.