

Job Description - Statewide Coalition Manager – Preschool Development Grant



Location:	Sacramento Office Based/Remote Work	Exempt Status:	Exempt
Reports to:	Director of Government Relations	Work Schedule:	Full Time
Prepared By:	Director of Government Relations	Prepared Date:	11/13/2020
Approved By:	HR	Job Code:	3052

General Summary: Are you a relationship builder? Do you love policy analysis? Do you have a background in public policy, public administration, child development, or a similar field? Do you want to work somewhere that makes a difference in the lives of children across the state? Then YOU'RE the person we're looking for! Come join us at Child Care Resource Center as our new Statewide Coalition Manager!

You will work in partnership with regional Resource and Referral (R&R) hub agencies throughout the state of CA to nurture and build out the partnerships of Regional Hubs and their local R&R partners. This position will focus on expanding regional and local relationships and building regional strategies for the delivery of early childhood services, including Parent Café and Early Childhood Café programs, throughout California, and will also coordinate the development of other regional partners including California Quality Consortia, California County Offices of Education and Tribal partners appropriate to each region. Reporting to the Chief Strategy Officer, this position utilizes a high level of collaboration and relationship building to create effective internal and external relationships, communicate the CCRC Mission, Values and Vision to external stakeholders, and work in collaboration with other CCRC Departments and organizational partners.

Essential Duties And Responsibilities

- Collaborate and build synergistic partnerships with Regional Hub leadership throughout California and support their work to build the infrastructure to deliver local services with partner R&R agencies throughout California. 35%
- Participate in Government Relations Division development of policy and political strategy and implement these goals through our Regional Hubs. 10%
- Provide support to Regional Hubs in development of partnership with other regional partners including County Offices of Education, Quality State Regional Leaders and Tribal Leaders to establish effective service delivery partnerships. 25%
- Participate in county-wide or state-wide affiliate groups who work with families and young children. 20%
- Continuously seek new opportunities for CCRC to expand the ways we meet our mission and serve children, families, and child care providers throughout California. 10%

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Builds relationships with CCRC leadership and staff to develop continuous content for internal and external communication.
- Is actively involved in required events and meetings including participation, planning, set up, and break down of materials and venues.
- Performs other duties as assigned.

Job Specifications

- Bachelor’s Degree required with an emphasis in Public Administration, Public Policy, Child Development, Education, or related field
- Five or more years’ hands-on experience in policy analysis, engaging with elected officials and their staff and coalition building or in a related field.
- Proven ability to motivate, inspire, and cultivate cooperative relationships with the public, Elected Officials and their staff, clients, and co-workers.
- Builds relationships and coalitions with agencies around California. Has a history of initiative, creativity, and self-motivation.
- Superb strategic communication skills with experience in negotiating complex relationships and consensus between various groups.
- Ability to thrive in a fast-paced, deadline-driven, team environment with shifting priorities.
- Tackles new projects and deals with a variety of variables in situations where limited knowledge exists.
- Strong knowledge of sales principles, methods, practices, and techniques.
- Meets deadlines and stays within designated budget.
- Excellent oral and written communication skills. Meticulous attention to detail and strong proofreading capabilities.
- Excellent computer skills to include knowledge of online research, web analytics, and social media, advanced Microsoft Office Suite skills, and database management experience.
- Must have use of an automobile with adequate insurance coverage and a valid California's Driver's License with an acceptable driving record substantiated by a copy of DMV records.
- Must be able to lift 25 pounds and have the ability to work non-traditional work schedules, which may include evenings and Saturdays.
- Automobile, insurance, California Driver’s License, and DMV clearance

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	1-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activity

Activity	Hours Per Day				
	NA	1-2	3-4	5-6	7-8
List the number of hours spent performing the activity.					
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employee Acknowledgement

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Child Care Resource Center is strictly on an at-will basis.

I, _____ (Employee's Printed Name) have read, understand, and agree to perform the duties described above.

Employee's Signature

Date