

Job Title: ARP Project Manager
Focus: ARP Provider Grant Management and Child Care Hub Development
Department: Supporting Early Education and Development (SEED)
Last Revised: 7.27.2021

Definition

The ARP Project Manager is responsible for gathering and assessing information on provider needs to create a specific three-phase grant program to stabilize provider operations with support that is specific to each provider type. This position also uses this information to inform the creation of the Nevada Hub, a child care support hub that utilizes national partners as vendors and technical assistance to create a hub model that helps sustain our child care capacity. Finally, this position works closely with the Early Childhood Comprehensive Systems Director to map all early learning system services currently in place and how each can be enhanced and evaluate the long-term impact of these services. This position is also responsible for assisting with the cost analysis for piloting and sustaining any new proposed programs or services.

Supervision Exercised

None

Duties

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Read, understand, and apply all agency and department policies and procedures set forth in both the Agency Handbook and SEED Program Manual.
- Coordinate with local, state and national partners and vendors to develop the proposed child care hub.
- Use information from national partners, need assessments, early childhood strategic planning, and current services to create a child care support hub with a multi-provider type implementation plan for service delivery.
- Ensures that project plan and implementation plan meet latest research and best practice for child care hub systems development.
- Works closely with the Early Childhood Comprehensive Systems Director to develop and implement ARP grant program that meets Child Care and Development Fund requirements for APR provider stabilization funding.
- Uses data informed decision making to identify target areas for pilot or service rollout.
- Must use health equity and disparities data to inform target population planning.
- Works with Early Childhood Comprehensive Systems Director to achieve objectives within budgeted amounts.
- Develops outreach plan with targets and tracking mechanism and ensures that specific grant and reporting requirements are met.
- Recruits community partners, provider, and parents to gather feedback on any proposed plans.
- Creates tracking mechanisms to report number of meetings, participants, and meeting outcomes to funders.
- Works with Early Childhood Comprehensive Systems Director to use Teams as a project management site to share information internally and with funder.
- Other duties as assigned.

Minimum Qualifications Needed:

Knowledge of:

- Nevada's early childhood system and components of comprehensive system development
- Project management
- Adult learning styles
- Computer programs including MS365 applications including Teams, Microsoft Word, Excel, Power Point, Outlook

Ability to:

- Communicate clearly and concisely both in writing and verbally.
 - Be organized and use effective time management.
 - Use outstanding customer service skills.
 - Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.
 - Work collaboratively with staff and community agencies.
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Special Requirements

- Bachelor's degree or higher in Early Childhood Education or closely related field; or any combination of education, work experience and/or lived experience that demonstrates an understanding of and competency to complete the duties outlined above.
- Must possess reliable transportation to get to and from work.
- Most possess a valid Nevada Driver's License and proof of insurance if utilizing a personal vehicle for company business.
- Able to pass complete background check.
- Be physically capable of performing all job duties. This includes lifting up to 40 lbs. (moving program supplies); carrying 30 lbs. (setting up tables and chairs for outreach events); walking up and down stairs (must do visits where steps could be involved); be able to stand for up to 2 hours (presentations/trainings); repetitive keystroking (data input; e-mails; and creating forms)
- Work requires some nights and weekend hours.
- Work requires travel in state to conduct focus groups or attending meetings.

Benefits

- Eligible to receive Cabinet benefits for full-time staff.
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