

Job Title: Nevada Child Care Hub – Statewide Project Manager
Department: Supporting Early Education and Development
Last Revised: 9/2021

Definition

This statewide manager position oversees the project planning and implementation of the Nevada Child Care Hub project. This project aims to support child care providers in achieving financial sustainability and enable strong outcomes for children and families by identifying common needs and creating a structure to share resources (staff, technology, information, services) among Nevada’s child care providers. This position oversees two regional coordinators who will also help establish the physical hub locations regionally and a single virtual hub across Nevada.

Supervision Exercised

Regional Hub Coordinators

Duties

- Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and CCR&R Program Manual
- Provide guidance and support to supervisory staff responsible for personnel functions.
- Research shared services models across the United States to ensure Nevada’s model is as comprehensive as possible and unique community needs are addressed.
- Work closely with Nevada Early Childhood Comprehensive Systems Director and the Nevada Division of Welfare and Support Services to align national technical assistance Nevada currently receives and identify where technical assistance needs exist to create the Hub.
- Work closely with American Recovery Plan Evaluator to ensure tracking of all required data and information.
- Create a detailed Child Care Hub project plan that begins with a pilot and expands statewide.
- Create and monitor tracking of project data and evaluation of services and use this information to provide guidance to staff to develop, implement, evaluate, and revise the project implementation plan
- Develop statewide Child Care Hub committee to engage stakeholder in a meaningful way to design the Hub. Map out Child Care Hub committee meetings in advance to keep the process and development moving forward.
- Engage partners from multiple sectors, including philanthropy and businesses to achieve a self-sustaining Hub by planning for a diverse revenue stream that ideally includes state, county and local sources.
- Commit to reducing disparities and barriers to accessing resources by addressing cultural and socio-economic barriers of parents and child care providers.
- Report outcomes and communicate suggested program changes to stakeholder partners.
- Works with supervisor to achieve objectives within budgeted amounts.
- Ensure staff are supported in meeting their job description.
- Organize and attend quarterly visits with regional coordinators for ongoing support.
- Build and/or strengthen relationships with community partners across Nevada.
- Participate in community outreach events to promote awareness of the Nevada Child Care Hub, other Cabinet services, and key ECE messages in accordance with the annual plan.
- Perform other duties as assigned.

Minimum Qualifications Needed:

Knowledge of

- Nevada's Early Childhood System
- Needs of early childhood educators across settings
- Early childhood development
- Project management
- Health disparities, inequitable access to services (including transportation and other barriers to care that may be encountered by clients)
- Computer programs including Microsoft Word, Excel, Power Point, data base programs, etc., and the desire to learn new programs

Ability to

- Communicate clearly and concisely both in writing and verbally
- Ability to plan, implement, and evaluate program implementation
- Work with various community agency partners to improve access to services
- Creative and analytical thinking and ability to problem-solve
- Identify service gaps and propose improvement strategies
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly

Special Requirements

- Bachelor's degree in early childhood, human services project management or other closely-related field.
- At least five years of experience in early childhood field
- Minimum 3 years' experience in supervision and management.
- Must have reliable transportation to get to and from work
- May be required to work some evenings and weekends
- May be required to travel in state and out of state for meetings or training
- Must be able to lift and carrying up to 40 pounds

License or Certificate

- Able to pass complete background check.
- Must possess a valid Nevada's Driver's License and proof of insurance if utilizing a personal vehicle for company business

Benefits

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

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