

Job Title: Employer Child Care Capacity – 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 Employer Child Care Capacity Building project. This project aims to support employers in identifying the child care needs of their workforce and assisting employers in creating solutions to meet those needs. This position oversees two regional coordinators who will also help support businesses regionally.

Supervision Exercised

Regional Employer Child Care Capacity Building 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 employer support options across the United States to ensure Nevada’s employer support model is as comprehensive as possible and unique community and employer 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 additional technical assistance needs exists.
- Work closely with American Recovery Plan Evaluator to ensure tracking of all required data and information.
- Create a detailed Employer Child Care Capacity Building 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 Employer Child Care Capacity Building committee to engage stakeholder in a meaningful way to design support. Map out Employer Child Care Capacity Building committee meetings in advance to keep the process and development moving forward.
- Engage partners from multiple sectors, including economic development agencies and businesses to inform and improve project service delivery.
- Create and deliver presentations for employer stakeholders to engage in the understanding of how child care contributes to economic growth and sustainability in workforce.
- Commit to reducing disparities and barriers to accessing resources by addressing cultural and socio-economic barriers of parents who need access to care.
- Report outcomes and communicate suggested program changes to stakeholder partners.
- Work 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 Child Care Hub and community partners across Nevada.
- Participate in community outreach events to promote awareness of the Employer Child Care Capacity Building project, 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
- Child care needs of employers of various sizes and various child care options to meet those needs.
- The importance child care for economic recovery, family support and child development.
- Project management
- Health disparities, inequitable access to services (including transportation and other barriers to care that may be encountered by working parents)
- Computer programs including Microsoft Word, Outlook, Excel, Power Point, data base programs, etc.

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 human resources or human service related field
- At least five years of experience working with families or with employers to support families.
- 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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