



## **Program Manager, Child Care and Education Initiatives (2 Positions)**

Action for Children (AFC), Central Ohio's Child Care Resource and Referral agency, is expanding and has an immediate need for two new Program Managers. The individuals in these positions will join a dedicated team of professionals in the Child Care and Education Initiatives area of the organization. Programs in this area include: Step Up To Quality, Child Care Licensing, Child and Adult Care Food Program, Professional Development, CDA and Coaching services.

### **RESPONSIBILITIES – Specific responsibilities include but are not limited to:**

- Actively contribute to the development and implementation of organizational strategies and objectives, especially with regard to specific areas of responsibility
- Maintain clear, ongoing lines of communication within and between teams to effectively move projects forward in areas of responsibility
- Provide leadership to staff, conveying understanding of how daily operations impact organizational strategy
- Maintain accountability for program and project team leaders' initiation and completion of projects in order to meet AFC's mission
- Analyze and use program data to inform changes in process or workflow/plans and work with team leaders/coordinators to do the same
- Assist with budget preparation and manage the fiscal aspects of all projects in area of accountability
- Work with operations and team leads/coordinators to recruit, interview, hire, develop and retain appropriate talent for programs
- Oversee the training, orientation, coaching and continuing development of team leads/coordinators in addition to evaluating work performance and contribute to that of team members as appropriate and needed
- Maintain current knowledge of research and best practices within the field and use that to inform operational plans, primarily in specific areas of responsibility
- Serve as liaison to Board committees, funders and partner agencies in terms of program specifics as needed



**REQUIREMENTS – Successful candidates will have:**

- Bachelor’s degree required – Education, Human/Social Services area, Business or program-related field; Master’s degree preferred
- At least 5 years of experience in the early childhood education and care field
- Minimum of 2 years of project management experience
- Experience managing a team
- Strong communication skills: verbal, written and presentation skills
- Demonstrated proficiency with technology and extensive use of Microsoft Office Suite
- Understanding of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve

**DESIRED QUALIFICATIONS – Successful candidates must have one or more of the following:**

- Exposure to professional development process and/or career development concepts
- Knowledge of Ohio’s quality rating and improvement system, Step Up To Quality, the Ohio Child Care Licensing Quality System (OCLQS) and Ohio’s Professional Registry
- Knowledge of Ohio’s K-12 Standards, Ohio’s Early Learning Development Standards, and Ohio’s Early Childhood Core Knowledge and Competencies
- Understanding of the Child Development Associate process
- Though not required for this position, bilingual ability is always a plus

If you have the necessary experience and a desire to contribute to a workplace and profession that values collaboration, diversity, growth, and respect for all people, we want to talk with you!

**HOW TO APPLY**

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to [jobs@actionforchildren.org](mailto:jobs@actionforchildren.org). No postal mail or phone calls, please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.