



JOB ANNOUNCEMENT

Northern Regional Coordinator

ABOUT THE ORGANIZATION: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and child care providers throughout California. The Network works with 60 local child care resource and referral programs, divided into four regions: North, Greater Bay Area, Central Valley, and South, to inform parents and the general public about quality child care, assist child care providers to serve their communities and encourage positive policy changes on the local, state, and federal levels.

Established in 1980, the Network provides leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality child care system that supports the diversity of families and children in every community in California.

For more information about the Network, please view the website at <http://www.rrnetwork.org>.

POSITION AVAILABLE: Northern Regional Coordinator
CA Child Care Initiative Project (CCIP)
37.5 hours/week (1FTE), Monday-Friday 9-5, Exempt
\$52,000-57,000 1FTE
Excellent benefits (health/dental insurance, paid vacation/sick)
Awarded the Healthy Mothers Workplace Award for Excellence in
Maternal Health & Equity
*CCIP is funded by the California Department of Education,
Early Education & Support Division (CDE, EESD)*

APPLICATION DEADLINE: Open until filled

JOB RESPONSIBILITIES: The primary role of the Northern Regional Coordinator (RC) will be to provide technical assistance, training, and ongoing support to local R&Rs, particularly as it relates to Northern California. S/he will provide training and support to local trainers who work with home based child care providers. Candidates must have education and experience in Early Childhood Education (ECE) and reside in Northern California.

The Northern Regional Coordinator (RC) will:

- Work closely with the CCIP team, which includes multiple out-posted/remote staff throughout California.
- Plan and deliver professional development activities for R&R/CCIP staff at the CCCRRN Annual Conference, in person training of trainer events, webinars and conference calls.
- Facilitate site visits, regional meetings, and Communities of Practice to support R&R/CCIP staff professional development and to fulfill their program requirements.
- Develop (write and edit) training and technical assistance materials, including: e-newsletter articles, training modules, guides, timelines, reports, and surveys.
- Actively participate in existing and developing regional partnerships, this includes representing the Network at collaborative meetings and relevant committees, as approved.

- Provide technical assistance (TA) to R&R/CCIP staff statewide on reporting tools, program policies and procedures, and effective recruitment, training, and support strategies, via telephone, e-mail, e-newsletters, webinars, online, and in-person, as well as specialized regional TA to Northern R&R/CCIP staff. This includes, assisting staff in developing project plans, budgets, and trainings.
- Assist with the development of Year-end Narrative Report and Project Plan templates, Policies & Procedures documents, and other reporting related resources for local CCIP contractors.
- Participate in frequent conference calls, webinars, and in-person meeting with Network staff and local CCR&R staff.
- Build positive workplace relationships and work as a collaborative and reliable team member.
- Work from a remote office based in Northern California (*in one of the following counties: Alpine, Butte, Colusa, Del Norte, El Dorado, Humboldt, Lassen, Glenn, Plumas, Lake, Mendocino, Modoc, Nevada, Placer, Plumas, Sierra, Siskiyou, Shasta, Sutter, Tehama, Trinity, Yuba*)
- Other duties, as assigned.

QUALIFICATIONS:

- Demonstrated ability to work independently, prioritize, and meet tight deadlines
- Strong interpersonal and communication skills; ability to articulate ideas verbally and in writing with a wide variety of audiences (in person and online)
- Willingness to take direction and contribute to the greater vision and goals of the Provider Services department and Network and collaborate as part of a greater team.
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities (e.g.,: Microsoft Office Suite, including PowerPoint; GoToWebinar; Survey Monkey; Dropbox; Evernote; JotForm; CCIP Database; and the ECE Workforce Registry)
- Experience providing technical assistance, consultation, training and support to local R&R staff, or others working in the ECE field, particularly to trainers and/or R&R counselors
- Knowledge of: the California's Early Learning and Development System, including the California Early Childhood Educator (ECE) Competencies
- Knowledge and understanding of the unique issues and challenges facing home based child care providers (license and license-exempt) and R&Rs throughout California, especially in the Northern region and rural communities
- Meet CCR&R Trainer Recommendations Matrix - Master Trainer level qualifications, preferred:
 - Master's degree in Early Childhood Education (ECE) or related field – OR – Master's degree with at least 24 units of ECE or Child Development
 - At least three years experience working with young children (0-7)
 - At least 50 hours experience working with adult learners
 - Commitment to participate in at least 21 hours of professional development annually
- Bilingual Spanish or Chinese/English language competence (oral and written fluency preferred)
- Valid California Driver's License and a clean DMV record
- Ability to travel throughout the state, primarily Northern California, and at least four trips to the San Francisco Bay Area (approximately 10%)

APPLICATION PROCESS: Email a resume and a cover letter indicating the position for which you are applying to Helen Woodlee at hwoodlee@rrnetwork.org. Candidates chosen for interviews will be required to submit a completed application form prior to the interview.

The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.