



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, to assist child care providers as they serve their communities, and to 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 diverse families and children of all communities in California.

For more information about the Network, please view the website at <http://www.rnnetwork.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 Learning and Care Division (CDE, ELCD)*

APPLICATION DEADLINE: Open until filled

JOB RESPONSIBILITIES: The Northern Regional Coordinator will provide training and technical assistance (TA) to support local child care and resource and referral (R&R) trainers/CCIP staff who work with home based child care providers (licensed Family Child Care and license exempt or Family, Friend, and Neighbor caregivers). A primary focus of the Northern Regional Coordinator will be to develop, write, and edit training and technical assistance materials, including: training modules, guides and resources. Because this is a position based in Northern California rather than in the **Network's headquarters in San Francisco**, the applicant must reside 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.

The Northern Regional Coordinator (RC) will:

- Develop and implement engaging workshops, e-learning, and other kinds of training as related to early care & education using the full training cycle: assess needs, plan, develop, coordinate, monitor and evaluate
- Organize and create physical and digital resources for child care resource and referral agency trainers to share with home-based child care providers
- Provide technical assistance via telephone, email, e-newsletters, webinars, online, and in-person (i.e., site visits, regional Network meetings, Communities of Practice, and specialized regional TA) to support R&R/CCIP staff professional development and to fulfill program requirements (i.e., reporting tools, program policies and procedures, and effective recruitment, training, and support strategies. This includes assisting local R&R/CCIP staff with the development of project plans, training, and budgets.)
- Plan, multi-task and manage time effectively
- Communicate with clarity both verbally and in writing
- Participate in frequent conference calls, webinars, and in-person meetings with Network staff and local CCR&R staff
- Build positive workplace relationships and work as a collegial and reliable team member
- 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
- Other duties, as assigned

QUALIFICATIONS:

Candidates must have education and experience in Early Childhood Education (ECE) and reside in Northern California.

Required:

- **Master's degree in Early Childhood Education (ECE)/Child Development (CD); or Master's degree in related field with at least 24 units of ECE/CD**
- Experience working with young children (ages 0-7)
- Experience working with adult learners providing training and technical assistance in the ECE field.
- **Valid California Driver's License and a clean DMV record; ability to travel throughout the state**
- Strong interpersonal and communication skills; ability to articulate ideas verbally and in writing with a wide variety of audiences (in person and online)
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities
- Demonstrated ability to work independently, prioritize, and meet tight deadlines
- Advanced organizational skills with the ability to handle multiple assignments

Preferred:

- Bilingual Spanish/English or Chinese/English language competence (oral and written fluency)

APPLICATION PROCESS: Email a resume and a cover letter indicating the position which you are applying for 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.