

Orange County Partnership for Young Children Program Coordinator/Manager

The Orange County Partnership for Young Children seeks a program coordinator/manager to implement strategies designed to increase the number of children starting kindergarten healthy and ready to learn. The position will support the administration of the Smart Start program, including program development, monitoring, reporting, and evaluation. The position will manage the Partnership's family support initiatives, including literacy programs, parent education, prevention strategies, and other support activities. Position is responsible for program planning and development; grants management; data management; training; information services and outreach; and program evaluation.

Qualifications: Requires a minimum of a Bachelor's degree in early childhood, literacy education, family/human services, or related field; Master's degree preferred. Knowledge of evidence-based/evidence-informed programs in early childhood desired. Classroom experience, Early Childhood Certification Level 11 (or the ability to gain the credential), and experience with Smart Start programs a plus. Excellent interpersonal and communication skills; excellent writing and presentation skills; creativity and flexibility; data entry accuracy; ability to work independently and with teams and engage effectively with community partners; technology proficiency. EOE.

Submit cover letter, resume, and salary requirements by Friday, July 5, 2019, to programs@orangesmartstart.org.