

## Youth UpRising Job Description



**Position Title:** Early Childhood Systems Manager

**Status:** 40 hours per week

**Compensation:** Commensurate with experience

### Position Summary

The Early Childhood Systems Manager position will lead and oversee a collective impact effort to build a pipeline of programs and services for children prenatal to 8 years of age in the Castlemont neighborhood of East Oakland. This position will be responsible for ensuring that early childhood programs/services in the neighborhood are sustained, coordinated, high quality, culturally relevant and interwoven with other efforts and activities that aim to ensure health across the life span. Additionally, the Manager position will serve as a liaison between the prenatal to eight work in the Castlemont neighborhood and county stakeholders. This position requires expertise in the field of early childhood health and development, and experience working collaboratively across multiple agencies and sectors.

### Duties and Areas of Responsibility

#### Service Coordination

- Serves as the content expert and consultant on early childhood needs and issues in the neighborhood; acts as a representative of early childhood concerns in all Castlemont planning processes and activities.
- Manages a planning process for the coordination of a comprehensive prenatal to eight pipeline of services, including home visiting, early care and education services, childcare, developmental playgroups, early childhood mental health services and other family-centered activities in Castlemont neighborhood.
- Facilitates a cross-sector multi-partner collaborative to develop and enhance networks, coordination and alignment among early childhood providers and public systems providing resources and services to Castlemont residents.
- Initiates Memorandums of Understanding (MOUs) to facilitate and better coordinate service integration between partners
- Ensures that there are minimal gaps in services at key transition points and that families' needs are met.

#### Program/Service Quality Assurance

- Identifies the common professional development needs of the early childhood partners working in Castlemont
- Coordinates professional development opportunities for the early childhood partners Examples of training topics might include: trauma informed care; race, power and privilege; cultural humility; early brain development; parent/infant attachment; children's socio-emotional development and early childhood mental health
- Through consultation and support, ensures that all early childhood programs, services and staff in the neighborhood are culturally relevant and responsive

- Work with partners to recruit residents/clients/community leaders to participate in a Community Advisory Board (CAB)
- Ensure integration of CAB ideas into overarching decision making and operations
- Creates frameworks for reporting and data-sharing that in turn inform systems and services
- Supports planning logistics and attends monthly First Saturday events.

### **Systems Alignment**

- Coordinates efforts to define and develop targeted strategies to further the development of a prenatal to eight pipeline of services in Castlemont, support transitions in early childhood settings and promote optimal school readiness
- Works with outside evaluator to develop and implement common outcomes as part of a collective impact community evaluation for the prenatal to eight pipeline
- Develops relationships with key stakeholders to increase involvement of county service systems and improve the delivery of services for the Castlemont prenatal to eight pipeline
- Provides content expertise to grant applications and funding proposals

### **Staff Supervision**

- Supervises the Early Childhood Family Support Navigator and Outreach Staff

### **Qualification Requirements**

#### 1. Required knowledge, skills & abilities:

- Positivity, a can-do attitude, creativity, and enthusiasm for working collaboratively
- Strong written and oral communication, including the ability to communicate effectively and with various stakeholders across disciplines
- Strong record of success engaging a variety of cross-sector stakeholders and managing cross-functional teams; ability to relate to a wide variety of diverse audiences with varying interests with strong emotional intelligence and empathy
- Superior critical thinking and analytical skills; ability to synthesize complex information into clear and concise recommendations; exceptional written and verbal communication skills with ease in public presentations
- Self-motivated, goal-oriented, entrepreneurial leader who is an independent worker; creatively resourceful in creating novel solutions to complex problems; persistent in obtaining information; and able to create direction and movement within potentially ambiguous environments
- Exceptional organizational skills and project management ability
- Demonstrated commitment to early childhood, a must
- Knowledge of systems and service evaluation
- Knowledge of early childhood systems and strategies, including family support programs and elementary school systems
- Knowledge in infant/parent attachment, child development, maternal and infant mental health, trauma informed care, and reflective practice, desired

- Knowledge of various models and best practices in place-based initiatives
  - Ability to think big picture as well as strong attention to detail
  - Experience or interest in racial equity
2. Minimum Education Level
    - Bachelor's degree required, Master's degree preferred
  3. Experience Required
    - Equivalent to 3-5 years of program management work
    - Supervising individuals and leading a team
    - Demonstrated commitment to racial equity and social justice

**How to Apply:** Email resume, cover letter and four professional references to [talent@youthuprising.org](mailto:talent@youthuprising.org). Include “Early Childhood Systems Manager” – [Your Name]” in the subject line.

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Youth UpRising strives to reflect the diverse community it serves.  
Applicants who contribute to this diversity are strongly encouraged to apply.*