

Position Title: Manager of the Family Childcare Network
Reports To: Director of Workforce and Education

Hours: 40
Benefits: Full

Position Summary

The Manager of the Family Childcare Network will be responsible for the planning, implementation and management of the Family Childcare Business Enterprise program and will report to the Director of Workforce and Education. The Manager will serve as the point person for the day-to-day operations of the FCCBE, ensuring that providers in the network obtain opportunities for professional development, coaching and oversight support of their businesses. The Manager will be responsible for compliance with all state regulations and requirements. Through the supervision of the Family Childcare Network Liaison and the Family Childcare Program Enrollment and Billing Associate, the Manager will ensure Project Hope provides technical assistance in billing and enrollment questions as well as resources for parents and family engagement. In partnership with the Director, the Manager will develop and maintain community partnerships, develop systems for data tracking and process improvement aimed at growing the existing network of providers.

Agency & Program Background

Project Hope works in partnership with families so they can move up and out of poverty. We do this by being a catalyst for change in the lives of families and in the systems that keep them poor; developing and providing family support solutions for homelessness and poverty; and advocating for just public policies that strengthen families.

Located in Boston's Dudley Street neighborhood, Project Hope is at the forefront of efforts in the city to move families beyond homelessness and poverty. It was founded in 1981 by the Little Sisters of the Assumption who first settled in the Dudley area in 1947 to live and work with the neighborhood families. In the 1980s when family homelessness became a crisis in Boston and the state, the Sisters opened their doors and welcomed families to stay with them, and Project Hope was launched. Once best known as a family shelter, today Project Hope offers an array of services to assist families – especially low-income single mothers – in gaining the resources and skills to overcome their impoverished circumstances.

Responsibilities:

- Supervise the outreach activities through site visit reports and logs completed by the Family Childcare Network Liaison
- In partnership with the Director, create marketing and recruiting materials to expand the network of providers
- Expand and maintain the network of providers through building a robust and competitive program by creating opportunities for professional development and business improvement

- Interview and select family childcare providers who evidence the commitment and capacity for quality care and business ability to grow the network
- Conduct monthly quality control audits of documentation such as site visit reports to ensure compliance with all government regulations, policies and procedures as well as quality of care
- In partnership with the Director, ensure the provider network complies with EEC regulations and policies through regular monitoring
- Ensure staff are keeping up-to-date records of each provider's progress in staying in compliance with EEC regulations and meeting professional development milestones, or QRIS levels
- In partnership with the Director, design and implement training for providers to grow professionally and remain in compliance with state regulations
- In partnership with the Director, develop systems for capturing information and data to track outcomes in meeting early childhood milestones, the professional advancement of providers in the network through progress on educational levels and certifications
- Ensure compliance with data collection in Efforts to Outcomes database through supervision of staff
- Network with service organizations and local agencies which can be a resource for parents and families

Qualifications:

- Experience working with families and young children.
- Experience in designing and implementing training programs.
- Knowledge of small business development.
- Knowledge and experience working with state and other government agencies.
- Experience working with diverse communities.
- Commitment to Project Hope's mission.
- Strong organizational skills.
- Strong computer skills.
- Strong communication skills for working with team and provider network.
- Bilingual in Spanish and English preferred.

Education Requirements:

- Bachelor's in Early Childhood Education, Human Services or related field preferred.

Project Hope values diversity in its workforce and candidates from a wide range of backgrounds are encouraged to apply.

Contact:

Please submit cover letter and resume to Peggy Comfrey, Human Resources Manager at pcomfrey@prohope.org.