KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

| Position Title: Program Specialist | FSLA Status: Full Time, Non-Exempt |
| Reports To: Evaluation and Program Director | Salary: See Salary Schedule |

*Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate’s relevant experience, and internal equity.

Background:

At First 5 Kern, our vision is that one day all Kern County Children will be born into and thrive in supportive, safe, loving homes and neighborhoods and will enter school healthy and ready to learn. We have built a strong reputation as an expert and advocate for children, prenatal to 5 years old, and their families. Working in partnership with the programs that receive First 5 Kern funds and local community partners, the lives of thousands of Kern County Children and families have been positively impacted.

Established through a tax on tobacco products, First 5 Kern is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10). Our mission is to strengthen and support the children of Kern County 0 to 5 years old and their families. We accomplish this by empowering providers through the integration of Services with an emphasis on Health and Wellness, Parent Education and Support Services, and Early Child Care and Education.

Benefits:

We offer a comprehensive benefits package that includes but is not limited to Medical, Dental, & Vision Coverage, Employer Paid & Voluntary Life & AD&D Insurance, Long-Term Disability Insurance, Retirement Plans, and more. We also offer generous paid time off and 12 paid holidays per year.

Position Description:

The Program Specialist oversees the development and implementation of program-specific special projects. This role will also provide technical assistance to contractors and others whose work addresses the goals and objectives in the Strategic Plan; facilitates the collaboration of efforts by contractors and stakeholders; assists funded agencies with program development, implementation, and evaluation; develops materials and may coordinate training of community partners in Commission programs.
Essential Duties and Responsibilities:

- Provides administrative and clerical support to the program and evaluation team.

- Assists in gathering, compiling, and analyzing research data, and as assigned, makes special surveys and investigations.

- Prepares questionnaires and assemble and assists in the preliminary interpretation of field data, devise coding manuals and assists in the development of tabulation procedures.

- Prepares data for presentation in graphic, tabular, pictorial, and written form; makes preliminary analyses of laws, procedures, and other subjects; writes analytical reports and descriptive, non-technical summaries.

- Serves as staff support to the Commission and attends Commission and committee meetings as required; represents the Commission and the Executive Director at meetings and conferences as directed.

- Prepares letters, reports and technical documents.

- Performs other duties as assigned.

Desired Minimum Qualifications:

- A college degree or equivalent in health and human services, public health, public policy, public administration, social work, early childhood, or a related field. Experience in a similar position with a local Children and Families Commission may substitute for the college requirement.

- Experience in program administration, evaluation and reporting, preferably in a commission or similar organization.

- Excellent communication and interpersonal skills, and the ability to work collaboratively with internal and external stakeholders.

- Strong organizational and time-management skills, with the ability to multitask and prioritize effectively.

Knowledge, Skills & Abilities:

- Supports change management, effective agency structures, communication, and culture.

- Ability to learn early childhood development theories and practices, including research-based, best, and emerging practices.

- Knowledge of administrative and office procedures and systems such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), managing files and records, and designing forms.

- Ability to promote teamwork and program integration within and across program strategies.
• Ability to maintain confidentiality and work with sensitive information.
• Work collaboratively with staff, community agencies, and stakeholders.
• Demonstrate cultural awareness and sensitivity in a variety of contexts.
• Communicate effectively orally and in writing to staff, the Commission, and the public.
• Communicating with people outside the organization, representing the organization to funded programs, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
• Gather and analyze data; prepare clear, concise, and effective reports and recommendations; analyze complex problems, consider alternatives, and project consequences and adopt appropriate solutions.
• Exhibit initiative, integrity, and sound judgment; coordinate multiple activities; organize work, set priorities, meet critical deadlines, and follow up on assignments; understand and follow oral and written instructions.
• Mission-driven and self-directed, with a demonstrated passion for First 5 Kern’s work to strengthen and improve child outcomes.

Work Environment:
• Some travel, primarily within the County and State to attend various meetings and seminars.
• Requires working some evenings and weekends.
• Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds (e.g., easels, flip charts, refreshments, brochures, etc.).
• Possession of a valid California driver’s license, acceptable DMV printout and adequate auto insurance coverage.

EOE Statement:
The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.” First 5 Kern County strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.