

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**GRANT PROJECT COORDINATOR:  
CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under the supervision of the Director of the California Early Childhood Mentor Program (CECMP), has primary responsibility for the coordination of the California Department of Social Services (CDSS) CECMP grant, in addition to assisting with and maintaining ongoing alternative funding initiatives and activities; assumes responsibility for CECMP Alternative Pathways and broad range program coordination, implementation, evaluation, and reporting; represents the CECMP to internal and external community partners; works collaboratively to achieve program results while providing support to CECMP staff as needed to the Director and Assistant Director; and participates in special projects, including professional development planning and implementation, as assigned.

This is a geographically State focused partnership grant that seeks to significantly change the “predictable results” for children, improve their educational outcomes, to increase college success and completion, and support the early childhood workforce.

Continuation of this position is contingent upon available funding.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan and coordinate of the CECMP program, including the development and implementation of processes and procedures that integrate multiple agency administrative and reporting requirements.
2. Establish and/or maintain cooperative relationships with community resources and grant partners to support the programs, including federal, state and local government agencies and/community-based and educational organizations.
3. Develop, plan, organize, implement, coordinate, and evaluate the CECMP Alternative Pathways and other CECMP programs.
4. Collaborate with the appropriate colleges and partner agency programs for coordinating and implementing CECMP project activities which may include recruitment, orientation and training of College Coordinators, Mentors, community partners and staff.
5. Deliver presentations to college administrators, faculty and staff, government and private agencies, neighborhood and community organizations, and/or businesses about CECMP programs and services.
6. Identify college and community resources to support the CECMP program.
7. Schedules college visits for CECMP staff.
8. Identify facilitators, organize, and occasionally implement professional development for CECMP participants.
9. Plans and facilitates CECMP Alternative Pathways Communities of Practice.
10. Participate in resource development efforts related to CECMP activities and college programs, as assigned.

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11. Plan and coordinate meetings in partnership with consultants.
12. Coordinate/attend meetings of advisory, planning, coordination and other CECMP committees and implementation teams.
13. Assume responsibility for program and budget monitoring, evaluation, accountability and completion of grant reporting requirements.
14. Develop promotional materials for dissemination to public agencies, community service organizations, and interested groups and associations both on campus and in the community.
15. Interpret and comply with federal and other government regulations.
16. Monitors day-to-day activities and supports CECMP project staff to ensure that CECMP program goals and objectives are met.
17. Participate in relevant professional development activities.
18. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Grant management principles and procedures, program evaluation and report preparation.
2. The Early Care and Education infrastructure in California, including its history, funding streams, organizations, with special emphasis on workforce development.
3. Current and emerging California and national policies, trends, and initiatives of Early Care and Education curriculum and programs.
4. Local community organizations, educational systems and social service agencies.
5. Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students as well as potential students in the college service area.
6. Principles and practices of research and report preparation.
7. Principles and procedures of record keeping.
8. Principles of design, development and delivery of early care and education professional development.
9. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
10. Interpersonal skills using tact, patience, and courtesy.
11. English usage, spelling, grammar, and punctuation.

**Ability to:**

1. Establish collaborative relationships with college and community personnel, agency representatives, grant and special funding providers, program faculty and staff and the underserved population.
2. Exercise tact, discretion and diplomacy when working with college faculty and staff, program participants and potential participants, and external partners.
3. Work with and relate to underserved populations, low-income students and families, communities of color, and/or recent immigrant communities.
4. Organize information and prepare reports using computer software and applications.
5. Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.
6. Maintain current knowledge of program rules, regulations, requirements and restrictions.
7. Make oral presentations to a wide variety of audiences.

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8. Use correct English usage, grammar, spelling, punctuation and vocabulary.
9. Communicate clearly and concisely, both orally and in writing.
10. Independently compose and prepare correspondence and memoranda.
11. Work independently and effectively in the absence of supervision.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:** Equivalent to the completion of a Bachelor's degree.

**Experience:** Three years successful experience developing and operating programs in a complex system of collaboration with multiple agencies and partner organizations and programs. Desirable experience includes working with underserved students and communities and/or other target populations as identified, and working in or partnering with an educational institution, preferably in an institution of early care and education or higher education.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office setting and at various locations that requires travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and outside environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.