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## COMMISSIONERS

**Simón Salinas**, District 3  
Supervisor, Monterey County Board  
of Supervisors, *Chair*

**Elliott Robinson**, Director,  
Monterey County Department of  
Social and Employment Services,  
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**Jeanne Hori-Garcia**, Early  
Childhood Education Instructor,  
Hartnell Community College  
(Community Member), *Secretary*

**Ray Bullick**, Director of Health  
Monterey County Health Department

**Jan Phillips-Paulsen**, Early  
Childhood Educator (Community  
Member)

**Esther Rubio**, Head Start Director  
Monterey County Office of  
Education (Community Member)

**Josefina Silva**, Preschool  
Coordinator, Greenfield Union  
School District (Community  
Member)

**Francine Rodd**  
Executive Director

## Join Our Team!

### **POSITION: Program Officer**

**First 5 Monterey County (F5MC)** is responsible for the planning, administration, and oversight of Proposition 10 (the California Children and Families Act) funds that come into the county each year.

The **Program Officer** is responsible for the development and implementation of strategies and activities to support organizations funded by **F5MC**. The overall role of this position is to manage the strategic direction and implementation of initiatives related to Parenting Development and mental health projects for young children. This includes coordinating technical assistance and support to leverage state and federal monies.

**MINIMUM REQUIREMENTS:** Master's Degree and three or more years experience or a Bachelor's degree and five or more years of experience working in an organization that has included responsibility for community and human services development, or related field. **F5MC** offers competitive pay and excellent benefits.

**TO APPLY:** Send a cover letter and resume to  
[Joanna@first5monterey.org](mailto:Joanna@first5monterey.org).

**PRIORITY SCREENING** will begin on March 27, 2012. Position is open until filled.

For more information about us, please visit our website at  
<http://www.first5monterey.org>.

**COMPENSATION:** The salary range is in six steps, from \$63,926 - \$81,588 per year (top range of the position).



## JOB DESCRIPTION Program Officer

### Overview

**First 5 Monterey County (F5MC)** supports programs for children from the prenatal stage through age 5 and their families in Monterey County. Under the general direction of the Executive Director, the Program Officer (PO) of **F5MC** is responsible for the development and implementation of strategies and activities to support funded organizations implementing family and child development programs. The PO works closely with the Senior Program Officer who has main oversight responsibility for program capacity building across all visions. The overall role in the organization of the PO is to manage the strategic direction and implementation of Vision 1: Parenting Development and Vision 3b: Children Exposed to Trauma. This includes coordinating technical assistance and support for the leveraging of state and federal monies.

### Responsibilities

#### *Strategic Planning for Programmatic Direction (20%)*

- In alignment with the **F5MC** Strategic Plan, refine and implement intentional and comprehensive frameworks for Parenting Development (Vision 1) and for Children Exposed to Trauma (Visions 3b).
- Work with other staff to formulate, coordinate, and integrate evaluation and the policy and advocacy strategy with the programmatic areas of responsibility.
- Build strategic partnerships and alliances with organizations and individuals that will assist **F5MC** in meeting shared program and policy agenda outcomes.
- Intentionally collaborate with the Senior Program Officer to ensure a cohesive framework across all three visions including, but not limited to, integrated capacity building and training.

#### *Programmatic Implementation (Contract Development and Monitoring) (40%)*

- Support Funded Partners with the implementation of programs (support design and troubleshooting for scope of work, budget, technical assistance/training and evaluation).
- Work with Administrative Manager, Finance and Program staff to develop public procurement documents as needed for various contracts.
- In coordination with other staff, prepare, and negotiate contractual agreements with agencies for the provision of services.
- Actively engage and communicate with contractors in the execution, management, and monitoring of assigned contracts.
- Attend partner meetings as necessary and conduct site visits.
- Support integration of appropriate First 5 California supported activities into **F5MC** programs, e.g. the Kit for New Parents, state -supported training, etc.

### *Leveraging Resources (20%)*

- Provide or coordinate technical assistance and support to Funded Partners regarding the leveraging, braiding and blending of state and federal resources.
- Support the development of systems and structures to improve the effective utilization of resources, e.g. the Family Resource Center Network.

### *General (20%)*

- Participate in special projects as assigned, assuming responsibility for the end product.
- Write and present reports as necessary for the Commission, staff and funders.
- Apply for and manage grants to funders in support of the Parenting Development and Trauma program areas.

### **Knowledge, skills, and abilities required:**

- Strong commitment to our vision, mission, and values.
- Knowledge of parenting development and early childhood development (with particular emphasis on children exposed to trauma).
- Experience with leveraging, blending, and/or braiding of financial resources.
- Knowledge of Monterey County, including socio-economic status, wealth of ethnic and geographic diversity and the political landscape.
- Knowledge of the local service delivery systems impacting young children and their families in Monterey County.
- Strong project management skills with the ability to manage and prioritize multiple tasks, attention to detail and ability to work autonomously under pressure of deadlines.
- Effective people management skills that include diplomacy, fostering a team environment, managing consultants, and managing administrative staff.
- Understanding of complex strategic planning in nonprofit and government environments.
- Ability to work with diverse people, communities, and cultures, with an understanding of cultural awareness practices.
- Ability to communicate orally and in writing with a variety of audiences, including community advocates, service providers, members of the public and local officials.
- Superior writing skills with the ability to translate complex issues into a level appropriate for the general population.
- Strong computer skills with proficiency in Microsoft Office (Word, Excel, and PowerPoint) and web based communications.
- Bilingual/biliterate in Spanish strongly preferred.
- Ability to work independently, as well as in group settings.

## **Work Environment**

- Possession of a valid California Driver's license and a reliable means of transportation.
- Some travel, primarily within Monterey County, to attend various meetings.
- Small office environment- willingness to participate in collaborative office duties.
- Fast paced, diverse, and dynamic work environment.
- The work is sometimes physical, requiring setting up for meetings, which may require lifting or carrying cumbersome materials, e.g., easels, flip charts, refreshments, brochures, etc. Ability to lift and carry supplies and equipment up to 25 lbs.
- Will require working some evenings and weekends as needed.

## **Experience, Education, and Training:**

Master's Degree and three or more years experience or a Bachelor's degree and five or more years of experience working in an organization that has included responsibility for community and human services development, or related field.

## **Salary:**

Salary is dependent on qualifications and experience. Excellent benefits.