



## **JOB ANNOUNCEMENT: SF CARES MANAGER**

Wu Yee Children's Services is a non-profit family and children's services agency founded in 1977. Our mission is to create opportunities for children to be healthy, for families to thrive and for communities to be strong.

The San Francisco CARES Program is a community-based program designed to promote the compensation, professional development and retention of child development workforce with the goal of supporting high quality care and education for children and the families of San Francisco. The SF CARES program has over a \$2 million budget from three funding sources and annually serves 1200 members of the child development workforce.

### **DUTIES AND RESPONSIBILITIES:**

- Provide leadership and vision for the SF CARES Programs and staff, including managing the SF CARES and the Preschool for All BA Bonus stipend programs, monitoring systems to ensure that timely and accurate information is given to all applicants, and supervising SF CARES staff
- Serve as an advocate for the child development workforce
- Work with the SF CARES advisory work group, staff and community members to guide program policy development
- Participate in city wide child development workforce development efforts
- Work with staff of First 5 SF administering the PFA program to oversee the BA Bonus stipend
- Develop program responses to new trends in the field and adjust systems to ensure a smooth flow of information/documentation
- Lead data analysis to drive programmatic changes
- Be a Liaison between the SF CARES Program, CARES programs statewide, and the child care community
- Work with key partners in the local higher education community
- Maintain relationship with funding sources and submit all necessary reports in a timely manner
- Develop and implement sustainability plan of program goals
- Develop, implement, and monitor program budget
- Expand and strengthen linkages with training institutions and other organizations focused on the professional growth of child development workers
- Work with external research organizations to evaluate program
- Provide technical assistance to other CARES program, as requested
- Participate in Wu Yee Children's Services Management Team and implement agency policies and procedures for the SF CARES Program

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent knowledge of the needs and issues in the child development field
- Bachelor's degree in child development or related field. Master's degree preferred
- Minimum of 5 years operating programs with 2 years experience in administering programs
- Demonstrated ability to implement similar programs
- Demonstrated ability to manage a diverse staff
- Ability to work independently as well as in a team setting
- Excellent communication skills both written and verbal

### **COMPENSATION and BENEFITS:**

Salary depending on experience plus 18 PTO days, full cafeteria plan for health, dental and numerous other benefits

### **APPLICATION PROCESS:**

Send resume with cover letter to:

Wu Yee Children's Services, 706 Mission Street, 6<sup>th</sup> Floor, San Francisco, CA 94103.

Attn: Human Resources. Or fax to (415) 391-4716. E-mail: [humanresources@wuyee.org](mailto:humanresources@wuyee.org).

Immediate opening until filled. Wu Yee is an equal opportunity employer.

For a list of all current openings visit: <http://www.wuyee.org/joinus/employment.html>