

Job Description – Strategic Initiatives Coordinator



Reports To (Title):	Chief Strategy Officer	FLSA Status:	Non Exempt
Department:	Admin	Work Schedule:	Full Time
Approved By:	Arin Adolph	Grade level:	6
Date Approved:	1/24/2025	Hourly range:	\$24.75 to \$31.00

General Summary: The Strategic Initiatives Coordinator supports the planning, coordination, implementation and project management of initiatives that align with the organization’s mission. This role requires strong organization and communication skills (including public speaking) to assist in engaging stakeholders, facilitating meetings, and ensuring the success of key initiatives. The ideal candidate is detail-oriented, collaborative, relational and passionate about supporting children and families.

Essential Duties and Responsibilities

1. Project Coordination - Pathways to Teaching Preschool (P3):

- Through remote and in-person contact, coach and support up to 22 high school student interns participating in our P3 pilot program to ensure successful completion of all program requirements.
- Participate in the online Delta courses.
- Collect and maintain all Community Care Licensing required documentation for classroom internships.
- Maintain communication with MUSD and ASPIRE counselors/teachers and intern location supervisors for the student interns.
- Collect and manage all data and administrative requirements for the program.
- Collect time sheets and input hours to San Joaquin A+ time log per the payroll schedule.

2. Strategic Initiative Support -San Joaquin Children’s Alliance:

- Assist with the execution of strategic initiatives by assisting with meeting preparation, managing timelines and deliverables for:
 1. The Children and Youth Task Force convened by the board of supervisors.
 2. The Early Learning and Care Workforce Development subcommittee co-convened with WorkNet.
 3. Additional workgroups as created.

- Assist with advocacy efforts by:
 1. Assisting with outreach to community partners, impacted families, elected officials and community leaders as needed.
 2. Assisting with events related to advocacy efforts including appearances at the board of supervisors by helping to prepare materials, attendees and speakers.
 3. Assist in organizing community forums, focus groups, and workshops, ensuring smooth logistical operation.
 4. Help maintain positive relationships with stakeholders and community partners.

3. Administrative and Organizational Tasks:

- Provide administrative support for strategic initiatives, including scheduling meetings, preparing materials, and taking meeting notes.
- Track budgets and expenses related to initiatives, ensuring proper use of resources. Enter invoices into Workflow for processing payment as needed.
- Maintain databases and contact lists for community partners and program participants.

4. Communication and Events:

- Assist in creating communication materials, such as presentations, newsletters, social media posts and reports.
- Assist with community events including event planning, coordination, set up and execution.
- Represent the organization professionally at community events and meetings when required.
- Help maintain clear and consistent communication with stakeholders and community partners.

Job Specifications

Minimum Required

- **Education:** A bachelor's degree in social work, nonprofit management, or a related field is preferred, or equivalent work experience.
- **Experience:** At least 2-4 years of experience in community organizing, public policy, or nonprofit administration. Preference given to experience in community organizing and public policy.
- **Technical Requirements:**
 - Excellent organizational skills, with the ability to manage multiple tasks and priorities.
 - Strong written and verbal communication skills, including an ability to adapt messages to diverse audiences.
 - Ability to work collaboratively with a variety of stakeholders, including staff, volunteers, and community members.
 - Familiarity with Microsoft Office Suite and project management tools.
 - Valid California driver's license

- May be required to provide own transportation.
- **Behavioral:**
 - Demonstrate commitment to serving children and families.
- **Work Schedule:** Full time, Monday-Friday. Ability to work non-traditional work hours, occasional evenings and weekends to support community events. ATTENDANCE IS AN ESSENTIAL FUNCTION OF THIS JOB.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity <small>List the number of hours spent performing the activity.</small>	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Acknowledgement

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Child Care Resource Center is strictly on an at-will basis.

I, _____, have read, understand, and agree to perform the duties described above.
Employee's Printed Name.

X _____
Employee Signature