



Early Care & Education Pathways to Success **JOB DESCRIPTION: PROJECT MANAGER**

Category: Full-time, Exempt (Salaried)
Supervisor: ECEPTS Associate Executive Director
Date Posted: December 4, 2021

ABOUT THE ORGANIZATION

The mission of Early Care & Education Pathways to Success (ECEPTS) is to advance the rigorous professional development and economic well-being of the Early Care and Education (ECE) workforce so that all children can reap the full benefits of their early learning and care experiences.

ECEPTS approaches the economic and systemic conundrums facing the ECE industry through the lens of workforce development. Almost entirely female and in the majority women of color, the ECE workforce includes large numbers of recent immigrants, working mothers, and first-generation college students who face challenges and barriers to success common among non-traditional students and workers. In addressing these challenges, ECEPTS has been a trail blazer in developing Registered Apprenticeships that incorporate research-based supports leading to consistently high rates of program completion.

ECEPTS is a fast-growing startup organization with a strong record of success and impact. Since its inception in 2019, ECEPTS has launched ECE Apprenticeships across the state, provided far-reaching field building opportunities, and emerged as an influential leader in both the ECE industry and the workforce system. ECEPTS is unique in its intention and skill at forging relationships with those doing similar or complimentary work in ECE, higher education, and workforce development, and building a national voice to amplify myriad challenges too long ignored and systemic barriers assumed to be unsolvable.

Randi Wolfe, Ph.D., is both the founder and Executive Director of ECEPTS. She is a strong, visionary leader and widely respected for her expertise and skills. In creating ECEPTS, her commitment has been to build a mission-driven organization that reflects the strengths of non-profits within a structure that allows the organization to remain nimble and effective even as it grows. The organization is guided by the values of respect, competence, commitment to results, and integrity. Click [here](#) to learn more.

JOB PURPOSE AND OVERVIEW

ECEPTS' work falls into three categories: Apprenticeships, Systems Change, Field Building. The Project Manager is a member of the ECEPTS core team, focusing primarily on development, expansion, and ongoing implementation of ECEPTS Apprenticeship programs and partnerships. The successful candidate will possess background, skills, and experience in managing implementation of ECE workforce, professional development, and/or career pathway projects – especially those that include college credit-bearing coursework. S/he will also have extensive knowledge of the field of Early Care and Education and basic understanding of the workforce system and/or Registered Apprenticeship system.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Project Development and Management: Work with ECEPTS senior leadership and core team, employer and training partners, and stakeholders to design, replicate, and sustain ECEPTS model programs.

- Develop project goals, implementation timelines, budgets, and deliverables.
- Develop and support strategic partnerships, clarifying roles and responsibilities, providing training and technical assistance to employer partners and training partners, as needed, etc.
- Contribute to the development and implementation of research and evaluation plans for ECEPTS and individual ECEPTS projects.
- Manage budget tracking for individual projects, partnership development, stakeholder engagement, and overall project progress, recommending adjustments as needed.
- Contribute to project-specific budget planning and management.

Community Relations & Advocacy: Represent ECEPTS in field building and systems change activities.

- Represent ECEPTS at ECE and workforce development convenings.
- Present workshops at relevant ECE, workforce development, and/or apprenticeship conferences.
- In coordination with ECEPTS senior leadership, responsible for relationship management vis a vis strategic partners and/or key stakeholders.

Other Duties as Needed and Assigned

EDUCATION, SKILLS, AND EXPERIENCE

- Bachelor's degree in Early Childhood Education or closely related field (Master's degree preferred).
- At least three years of experience in ECE professional development/career pathways programming.
- Demonstrated success in project development and administration, including budget management and grants management.
- Strong organizational abilities including planning, program development and task facilitation.
- Ability to build and maintain collaborative, respectful working relationships with diverse staff and partners (e.g., employer partners, college partners, consultants, stakeholders).
- Strong verbal and written communication skills and public presentation skills.
- Computer expertise with Microsoft Office tools, Google applications, email, and database systems.
- Excellent interpersonal, collaboration, and relationship-building skills.
- Detail-oriented, resourceful, results driven, self-motivated, excellent follow-through skills.

WORKING CONDITIONS AND TRAVEL

This is a full-time position with occasional additional hours to address the needs of the organization. Moderate travel (20-30%) to meetings, site visits, conferences, etc. Minimal overnight travel (up to 10%) by land and air. Requires working occasional weekends and weeknights. Must be able to work remotely for the time being, be available for in-person meetings as appropriate, and reside in the Bay Area.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions/physical requirements of the job.

- Ability to work at a computer workstation for periods of up to 4 hours at a time.
- Ability to speak on the telephone or Internet platforms (e.g., Zoom) for up to 4 hours per day.
- Ability to sit for up to 3 hours without breaks at meetings.
- Possess a current valid California driver's license and insurance, ability to operate a personal vehicle for ECEPTS business, and willingness to drive to meetings, conferences, site visits, etc.
- **FULL COVID-19 VACCINATION REQUIRED.**

COMPENSATION AND BENEFITS

ECEPTS offers a competitive annual salary for this role commensurate with qualifications and experience. ECEPTS offers an excellent benefits package including medical, dental and vision insurance, generous vacation, sick time, and paid holidays, 403(b) retirement plan including matching employer contributions, life and AD&D insurance, employer-paid short-term disability, long-term disability, commuter benefits, flexible spending accounts, and an Employee Assistance Program.

APPLICATION

Please submit a cover letter and resume to ECEPTS@ecepts.org. Subject line: Project Manager - Your Name. The cover letter should explain your interest in working with ECEPTS, a statement of how this position aligns with your professional interests and goals, and a summary of your relevant qualifications and experience.

Screening of applications will begin by January 3, 2022. Position will remain open until filled.