

Job Title	Manager, Early Childhood Initiatives
Employer/ Agency	Harris County
Job Description	<p>The Manager, Early Childhood Initiatives is responsible for supporting the success of Harris County's early childhood work by providing leadership to initiatives within the early childhood portfolio. The Manager, Early Childhood Initiatives works with partners to ensure successful implementation of key initiatives for Harris County's young children and families and provides strategic guidance and execution for new initiatives.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> - Assist with managing the early childhood initiatives portfolio, including developing budgets, project schedules, deliverables, metrics, managing partner relationships, and collaborating with colleagues across County Government - Manage the implementation of grants and contracts to ensure the success of the early childhood initiatives portfolio - Contribute to strategy development from the ideation phase through implementation - Provide technical assistance or other support to county contractors and partners - Lead project teams and workgroups involving internal and external stakeholders - Develop regular reporting and other communications on the status of county initiatives
Qualifications	<p>Possession of a Bachelor's Degree from an accredited college or university <u>and</u> Five (5)+ years of progressively responsible experience in early childhood development, delivery, monitoring, or evaluation of community programs which <u>must include at least</u></p> <p>Three (3) years of experience working within early childhood development services, education, or related fields</p> <p>Two (2) years supervision, leadership, or management of complex programs/projects</p> <ul style="list-style-type: none"> - Knowledge of contemporary issues in early childhood development, especially in systems, research, and policy-related areas (e.g., family child care networks, child care safety and quality, home visiting, public health programs) - Excellent written and verbal communication skills - Experience in project management - Proficiency in Microsoft Office programs, including Word, Excel, and Outlook
Salary/Hours	Regular Full-Time Monday - Friday, 8:00 a.m. - 5:00 p.m. Some weekend or evening work required
Address	1310 Prairie Street, Ste. 240
City, State, Zip	Houston, TX 77002
Application Method	To view your detailed application status, please log-in to your on-line profile by visiting: https://www.governmentjobs.com/careers/harriscountytx
Opening Date	Immediately