
JOB DESCRIPTION

Classification & Title:	9772 – Community Development Specialist
Working Title:	Program Coordinator
Salary Range:	\$72,254 - \$87,828
Working Hours:	Full Time
Union:	SEIU 1021 MISC
Appointment:	Exempt
Issue Date:	September 1, 2016
Closing Date:	Open until filled

In November 1998, California voters passed Proposition 10, the California Children and Families Act, to help make sure that our youngest children receive the best possible start. The proposition increased the tax on tobacco products to fund local family support, health care and early care and education programs that promote early child development, targeting children from prenatal to age five and their families. First 5 San Francisco is the public entity responsible for receiving and disbursing San Francisco's Proposition 10 funds. Currently, First 5 San Francisco receives approximately \$5.9 million per year in Proposition 10 revenues, with which it makes grants to both public and private entities. Funds are intended to promote, support and improve early childhood development, health and parental support through coordinated resources and programs.

First 5 San Francisco focuses on four interconnected areas for ongoing investment and effort: Systems Change, Child Development/Early Care and Education, Family Support, and Child Health. The Family Resource Center Initiative is one of its largest programs. This initiative provides direct services to families with children up to 18 years of age through approximately 23 non-profit agencies. First 5 San Francisco provides program development, grant management and oversight to the initiative. The \$12 million initiative is jointly funded by First 5 San Francisco, the Department of Children, Youth and their Families and the San Francisco Human Services Agency.

First 5 San Francisco has a staff of 15 and is governed by a nine-member Commission, which includes experts in the fields of health, children's services and early care and education, some of whom represent city agencies and the Board of Supervisors. Additional information can be found on our website: www.first5sf.org

Position Description

The Program Coordinator provides program development and administrative support to the implementation and administration of grants made by First 5 San Francisco. This position will primarily provide support to the Family Support and Child Health areas. The Program

Coordinator works closely with Program Officers, Fiscal Officer, Sr. Program Officer and Executive Director. The position reports to the Senior Program Officer.

Essential Duties and Responsibilities

Grant Administration and Coordination

- Prepare and process grant documents for program officers to review, which includes contract agreements, insurance, invoices, monitoring documentation, program reports and program site visit reports.
- Monitor and track the grant approval and invoicing processes.
- Participate in the citywide fiscal and compliance monitoring process.
- Correspond with grantees and other stakeholders via phone, written letters and email.
- Coordinate grant activities with the City Attorney, Fiscal Officer and Program Officers.
- Prepare grant contracts, invoices and documentation for the annual independent audit.
- Prepare reports on status of grant-making processes.
- Utilize department's computerized contract management system.

Program Support

- Assist with providing technical assistance as necessary to ensure grantees remain compliant with grant agreement.
- Assist with providing support to program personnel in developing annual work programs, budgets and program plans.
- Assist with reviewing and analyzing quarterly reports submitted by program staff and agencies to ensure conformance to budgetary and programmatic requirements and objectives.
- Assist with grantees' understanding of and compliance with evaluation activities
- Assist with evaluation activities, including compiling, entering, analyzing and/or processing data on the impact of funded projects.
- Assist in review of submitted data to ensure completeness and provide quality assurance review using Contract Management System, Excel and other data management software tools.
- Provide support to funded agencies to ensure the completeness and quality of data entry
- Attend program-related community and other meetings as assigned.
- Provide logistical support to grantee meetings – including but not limited to, scheduling, food ordering, a/v set up and room set up.

Mini-grant Program Support

- Assist in the planning and implementation of mini-grant programs associated with larger First 5 San Francisco initiatives.
- Assist in the design of program forms and other monitoring processes.
- Assist in outreach and enrollment to programs and providing information on mini-grant program requirements.
- Review application and program reporting forms for completeness and compliance with program guidelines.
- Provide technical assistance and advice to mini-grant program participants based on program guidelines and coordination with Program Officer and Sr. Program Officer.

Office Administration Support

- Assist, as needed, with mail pick up and drop off.
- Assist, as needed, with processing of invoices of First 5 San Francisco vendors.
- Assist, as needed, in preparation for audits and public information requests of First 5 San Francisco.
- Assist members of the public seeking information on accessing First 5 San Francisco and other city resources.

Other responsibilities and projects may be assigned. Individuals in this position may be required to travel out of the office on public transportation for meetings with stakeholders.

Position requires flexibility and ability to work in partnership with other First 5 San Francisco office staff and other First 5 San Francisco stakeholders.

Minimum Qualifications

Education and Experience: Completion of a four (4) year college or university with baccalaureate degree with significant course work in family support, social work, psychology and/or public / business administration; or an equivalent combination of education and professional experience in a human service agency administrative capacity.

Desirable Skills and Abilities

Knowledge of: Ideal candidate will be familiar with family support, child development and non-profit administration. The candidate should possess knowledge and skills to facilitate the review and analysis of budget, scope of work and utilization data associated with management of grants, including Microsoft Office software.

Ideal candidate will have ability to:

- Work effectively with San Francisco's diverse communities, funding agencies, other city departments, non-profit and/or neighborhood organizations.
- Identify, gather and evaluate information from a variety of sources, formulate logical conclusions and develop effective courses of action and/or recommendations.

- Use computer applications, including e-mail, word processing, spreadsheets, databases and the internet to prepare correspondences, reports and other documentation, extract and process information and create and maintain records, prepare clear accurate and well-organized reports, memos, and correspondence.
- Speak clearly and concisely in order to effectively express ideas and communicate work-related information to a variety of individuals and groups.
- Listen, ask appropriate questions and effectively elicit information.
- Establish and maintain effective working relationships with staff, officials and the general public.
- Prioritize and organize multiple assignments and projects.
- Exercise sound judgment and appropriately refer issues to managers.
- Ensure compliance with established policies and procedures.
- Facilitate attainment of established goals and objectives.
- Bi-lingual written and oral Spanish language fluency, preferred.