



## UNIVERSAL PRE-KINDERGARTEN LIAISON JOB DESCRIPTION

<b>Job Title</b>	<i>Universal Pre-Kindergarten (UPK) Liaison</i>	<b>Department</b>	<i>Trauma-Informed Programs</i>
<b>Job Type</b>	<i>Full-time, Non-exempt</i>	<b>Reports To</b>	<i>Trauma-Informed Programs Manager</i>

### **Background**

Connections for Children (CFC) is an early childhood Resource & Referral (R&R) agency serving families and child care providers across the Westside and South Bay regions of Los Angeles (L.A.) County. For 50 years, we have helped thousands of families connect to the quality early learning and care they deserve, regardless of their circumstances. CFC's Strategic Plan outlines our bold vision to expand the reach of our services and position us as leaders in providing equitable access to quality early childhood education in L.A. County and beyond. Guided by our values and commitment to equity, we aim to increase our visibility, strengthen staff capacity and infrastructure, and diversify our revenue to scale and sustain our impact.

### **Scope**

Reporting to the Trauma-Informed Programs Manager, the Universal Pre-Kindergarten (UPK) Liaison is responsible for creating and maintaining partnerships in the community with a variety of stakeholders to build awareness of the UPK project and CFC's services. The UPK Liaison will work with agency partners such as the Child Care Alliance of Los Angeles (CCALA), the Los Angeles County Office for the Advancement of Early Care and Education (OAECE) and the Los Angeles County Office of Education (LACOE) as well as across CFC agency departments. The UPK Liaison will be responsible for developing, implementing, and monitoring CFC's outreach and relationship-building initiatives and activities for the UPK project. The UPK Liaison will work with agency partners and other resource and referral agencies on outreach to parents and providers by developing, coordinating, and delivering information sessions about CFC collaboratives between school districts and the mixed-delivery system of child care providers. The UPK Liaison will support CFC's outreach efforts to reach underserved communities and increase knowledge about early education choices.

### **Primary Responsibilities**

#### **Project Management**

- Serve as the primary point of contact for CFC's UPK project by planning, monitoring, and implementing project strategies and activities.
- Identify the most effective strategies for engaging with families, providers, and school districts through meetings, events, and research.
- Use databases and tracking tools to document project progress to share with funders and stakeholders.
- Prepare timely, accurate reports for funders and others.

#### **Community Engagement & Outreach**

- Strengthen partnerships between school districts and the mixed-delivery system by increasing families' awareness of and access to the full range of Early Childhood Education (ECE) services and child care programs.
- Enhance community partnerships to support children with special needs.
- Develop and maintain professional and positive working relationships with key stakeholders, including school districts and community partners.



- Work collaboratively across agency departments to design and implement outreach plans, including facilitating group information sessions and presentations for ECE providers
- Share information about UPK with families, child care providers, and local school districts via in-person and virtual sessions, phone calls, print materials, etc.
- Attend regular community meetings, trainings, conferences, and other relevant gatherings as needed.

### **Event Planning and Coordination**

- Plan and facilitate events and meetings to inform parents and child care providers about the mixed-delivery system and CFC services.
- Participate in partner-led UPK events to maintain project visibility with parents, providers, funders, and other stakeholders.
- Develop project and meeting materials, presentations, and resources to support outreach.

### **Additional Responsibilities**

- Provide excellent customer service to internal and external stakeholders by working cooperatively within the department, across the agency, and with clients.
- Represent the agency with professionalism in all interactions.
- Utilize resources to maintain industry knowledge, including but not limited to the use of technology and attending workshops, classes, and meetings.
- Contribute to team efforts by meeting set department goals within departmental deadlines.
- Attend all staff meetings and trainings.
- Perform other duties as needed and assigned.

### **Knowledge and Skill Requirements**

- Bachelor's Degree or equivalent experience in relevant field.
- Minimum of three years of relevant experience including project coordination and implementation.
- Minimum of one year of demonstrated success in similar role(s) managing community outreach and building external relationships.
- Previous experience demonstrating effective decision-making skills and ability to implement programs and project activities.
- Working knowledge of the Los Angeles child care mixed-delivery system, school districts, and various stakeholders.
- Demonstrated ability to track project activities and to report project progress.
- Effective time management and organizational skills including the ability to determine priorities, work independently toward deadlines, and apply great attention to detail.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Effective problem-solving, written, verbal and public communication skills.
- Working knowledge of: Microsoft Office, Google Workspace, and virtual platforms such as Zoom or Microsoft Teams to conduct virtual meetings required.
- Ability to work collaboratively with others at all levels of an organization as well as with colleagues from different agencies.
- Ability to be flexible, innovative, and adaptable to the changing needs of the program and agency.
- Valid CA driver's license and insurance coverage.
- Commitment to Connections for Children's mission and values.

### **Working Conditions**

- Typical of an office environment.



- Must have reliable transportation for frequent, local travel.
- Local travel for meetings and events is required.
- The ability to attend occasional evening and weekend events is expected.
- Eligible for hybrid/telework schedule upon completion of an introductory period.
- Must comply with agency health and safety protocols.
- Must successfully pass a criminal background check upon hire.

**Salary Range: \$34-36/hour + Excellent Benefits**

Salary is based on a 35-hour workweek. Eligible for performance-based incentive. Competitive benefits package including company-paid health, dental, vision, and group life insurance, 401k employer contribution, paid sick leave, paid time off (PTO), holidays, and a hybrid telework work option (after 90-day introductory probation).

**We are an Equal Opportunity Employer.**

Connections for Children is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, age, marital status, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

**Organizational Statement**

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 reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at Connections for Children is strictly on an at-will basis.

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