



**Program Officer  
Family Strengthening and Support Department**

**Summary of Position**

Under the general supervision of the Director of Family Strengthening & Support, the Program Officer position is responsible for supporting the strategic planning, budgeting, implementation, evaluation and reporting of FIRST 5's key initiatives and investments. The Program Officer builds and maintains relationships with grantees, partners, and stakeholders to ensure high standards of excellence and quality across programs and services. This position works effectively with internal teams and partners to ensure alignment with goals and objectives of the initiatives and contributes to improvement strategies that better serve children and families. This is an exciting opportunity to be part of a visionary effort to work in partnership across our community to ensure that those who serve and support children prenatal to age 5 and their families have the necessary knowledge, skills, and capacity.

**Background on FIRST 5 Santa Clara County**

FIRST 5 Santa Clara County (FIRST 5) was formed when California voters approved Proposition 10 in November 1998. FIRST 5 is a public entity governed by a nine-member commission. FIRST 5 Santa Clara County supports the healthy development of children prenatal through age 5 and enriches the lives of their families. FIRST 5 allocates funds to promote, support and improve early childhood development for children prenatal through age 5 and to enrich the lives of their families.

Potential applicants are encouraged to visit the FIRST 5 website at [www.first5kids.org](http://www.first5kids.org) in order to better understand FIRST 5 programs and services.

FIRST 5 is a local governmental entity with about 50 employees.

**Key Responsibilities**

**Program Implementation & Oversight**

- Implement and monitor multiple countywide initiatives, projects, and programs to ensure alignment with strategic goals
- Collaborate with internal and external stakeholders to develop, monitor and evaluate contracts/service agreements, including program deliverables and budgets
- Track program expenditures, approve invoices, support fiscal compliance (e.g., MAA implementation)

**Partnership & Relationship Management**

- Build and maintain strong relationships with grantees, contractors and partners
- Facilitate monthly meetings with partners and funders, including preparing agendas, program updates and documentation
- Address project related issues, provide ongoing technical assistance and capacity building support
- Assess potential partners for program/project goals that align with FIRST 5 strategic plan

**Data, Evaluation & Reporting**

- Develop, maintain and monitor systems and processes for continuous improvement
- Gather and synthesize program data and stories to support evaluation, reporting and learning
- Coordinate with evaluation staff and team to ensure accurate and timely reporting and implementation of evaluation plans

### Continuous Learning & Improvement

- Contribute to the development and refinement of systems, tools, and processes for program improvement
- Identify and share emerging needs, best practices, and lessons learned
- Participate in integrated planning, implementation and continuous improvement efforts within and across departments
- Represent FIRST 5 in meetings, deliver presentations to promote FIRST 5 information and programs
- Perform other tasks as required.

### Required Knowledge, Skills and Abilities

#### Knowledge of:

- Early learning, childhood health and development; promotion, prevention and early intervention
- Family and community engagement, parenting education, community resources, services
- Systems change and efforts
- Working with immigrant multilingual communities
- Racial equity, inclusion and needs of diverse ethnic, social and economic communities
- Project management and data tracking
- Developing systems and processes for program delivery
- Knowledge of Microsoft Suite (e.g., Word, Excel, PowerPoint, etc.) and database management systems

#### Ability to:

- Plan, implement and evaluate programs and services
- Facilitate meetings and trainings
- Prioritize, balance and organize multiple tasks
- Maintain positive work relationships in a respectful and collaborative manner
- Possess strong interpersonal and communication skills (verbal and written)
- Speak and present effectively in public settings
- Interact effectively and sensitively with people of diverse professional and cultural backgrounds
- Display significant initiative, work independently and identify emerging needs
- Possess strong analytical skills, resolve problems, exercise independent judgment
- Actively work towards organizational improvement and professional growth
- Maintain standards of confidentiality and a strong commitment to ethical practice

### Educational and Work Experience Requirements

- Bachelor's degree in social work, counseling, early childhood development, public health or a related field serving families with children under age 5, OR a minimum of five or more years of equivalent knowledge and experience
- Bilingual, Vietnamese or Spanish preferred

### Work Environment

- Work is performed in a hybrid environment with a combination of in-office, community-based, and remote work.
- Some travel, primarily within the County and State to attend various meetings;
- May require working some evenings and weekends; and
- Possession of a valid California Driver's License and reliable means of transportation.
- This position requires flexibility, collaboration, and the ability to adapt to changing priorities in a fast-paced environment.

**Term**

This position is full-time, exempt, and falls under the Program Officer Salary Range: **\$93,537.22 - \$108,435.28** and is part of a recognized bargaining unit represented by SEIU Local 521. Some nights and weekends may be required.

*FIRST 5 Santa Clara County is an Equal Opportunity Employer and celebrates diversity and inclusivity. We prohibit discrimination on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. FIRST 5 Santa Clara County strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. If you are a member of one of the aforementioned groups, you are encouraged to voluntarily self-identify, on either your application form, cover letter or resume.*