

## Position Description – **Project Manager**

### The Citywide Childcare Cooperative (CCC)

#### **Position Title:** Project Manager (PM)

**Purpose:** The PM is responsible for overseeing the administration, development, and progress of the Citywide Childcare Cooperative pilot program launch.

**Qualifications:** The PM has effective communication skills and can lead and work as part of a team. This person has proven leadership and entrepreneurial skills and extensive project management experience. Additionally, the PM possesses significant knowledge and experience in early childhood education administration, teaching, and management. The PM has earned at least a high school diploma and ideally possesses a four-year (bachelors) degree.

**Serving Relationships:** The PM serves under the direction and supervision of the Project Lead (PL), and in coordination with the CCC Steering Committee and Board of Directors. The PM works in partnership with all CCC community partners including First United Methodist Church, First Entrepreneur LLC, the Mutual Aid Network of Anchorage, and New Horizons Preschool. The PM will work collaboratively with the CCC worker-owners and all co-op members.

**Primary Areas of Service:** Manage the CCC pilot program launch, including coordination with community partners to achieve CCC goals:

1. Develop CCC Business Model in collaboration with FE LLC
2. Develop CCC Operations and Licensing in collaboration with NHPS
3. Complete Building Renovations in collaboration with FUMC
4. Launch CCC Pilot Program in collaboration with CCC Worker-Owners

Other administration and management activities including:

- Develop specific plans, schedules, and timelines for achieving stated CCC goals
- Recruit, support, and direct worker-owners for the CCC pilot program launch
- Coordination with the Municipality of Anchorage Childcare Licensing Program for licensure
- Coordination with the Anchorage Fire Department for safety and code compliance
- Coordination with THREAD for childcare staff training resources
- Compliance with the State of Alaska's Early Learning Guidelines for curriculum development
- Manage CCC pilot program budget including tracking and projecting expenditures
- Reporting project progress to CCC Steering Committee, CCC Board of Directors, FUMC Leadership Team, and grant-making entities
- Seeking continual growth and professional development opportunities

**Expectations:** The PM is a full-time, salary exempt position. This person will conduct themselves professionally and responsibly in their interpersonal interactions in-person and online.

*last revised June 26, 2023*