

Project Manager

Citywide Childcare Cooperative

Position Title: Project Manager (PM) to lead the development of our cooperative childcare center (CCC).

Purpose: We are seeking a dynamic and skilled PM with excellent communication skills to oversee the development of a new worker-owned cooperative childcare center pilot program being established in downtown Anchorage.

Qualification: The PM is highly skilled, has effective communication skills, and can lead and work as part of a team. This person has proven leadership and experience managing projects. The PM will also be responsible of engaging stakeholders and promoting a collaborative environment. A background in early childhood education or community development is beneficial.

Key Capabilities:

- Strong leadership abilities and a history of working effectively within a team environment
- Experience delivering results within established timelines
- Strategic planning abilities and the capacity to inspire and motivate a team
- Effective public speaking and presentation skills, capable of engaging diverse audiences
- Experience with software platforms for communications and project management: TEAMS, Microsoft Suites, Excel
- Budget management skills, including tracking and projecting expenditures
- Ideal candidates will have knowledge and experience in the early childhood field, concerning the municipality of Anchorage's childcare licensing codes and/or childcare center operations.

Responsibilities: Manage the launch of the CCC pilot program with supporting partners to achieve CCC goals.

- Overseeing and ensuring that the goals are met and maintaining alignment with the project's mission.
- Manage the administration and operations, handling key partnerships and ensuring seamless coordination with community partners.
- Develop specific plans, schedules, and timelines for achieving CCC goals
- Documenting and reporting the project progress to team members, committee members, and grant-making entities
- Act as a supporting role in grant-related activities
- Partner with the Municipality of Anchorage Childcare Licensing Office for daycare licensure
- Coordination with THREAD for childcare staff training resources
- Support CCC staff in program operations, and curriculum development in partnership with early childhood consultants.
- Compliance with the State of Alaska's Early Learning Guidelines for curriculum development
- Oversee building renovations alongside First United Methodist Church
- Support the training and onboarding efforts of CCC staff

This position will work under the guidance of the Project Lead and alongside other project partners. Citywide Childcare Cooperative daycare center is scheduled to open in mid-year 2025.

Expectations: The PM is a temporary project-based, full-time, salary-exempt position with PTO, flexible schedule, and runs August 1st, 2024, through July 31st, 2025. Salary \$75,000 per annum.

Apply:

Send your cover letter and resume to pastor@firstumcanchorage.org.

Check us out!
citywidechildcare.com