



CHILDREN'S TRUST
OF ALACHUA COUNTY

POSITION: PROGRAM MANAGER – PRITZKER CHILDREN'S INITIATIVE
DEPARTMENT: HUMAN SERVICES
FLSA STATUS: NON-EXEMPT
PAY GRADE: 70
SALARY RANGE: \$58,312.60 - \$89,579.23

General Description of Duties

This Program Manager oversees and manages the activities associated with the Pritzker Children's Initiative including coordinating with other systems leaders including the Early Learning Coalition of Alachua County, Well Florida (Healthy Start Coalition), the medical community, the mental health providers, and early childcare providers, in order to better coordinate services and connections to improve the outcomes of children prenatal to three years old in Alachua County.

Primary Tasks and Responsibilities

- Develop and maintain connections with systems leaders in the early childhood system
- Organize and attend meetings
- Represent the Trust at meetings concerning improving early learning systems
- Stay current with local, state, and national policies in the PN to 3 space
- Analyze and recommend policy initiatives that the Trust should adopt as part of its policy platform
- Develop programs that support the objectives of the Pritzker Children's Initiative
- Manage projects and meet deadlines for initiatives that support the Pritzker Children's Initiative

Minimum Education and Training

- Bachelor's Degree in early childhood education, public policy, or other similar program of study
- Five years of experience in program management in the early learning system

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at a time and to the sole discretion of the Children's Trust of Alachua County.

COMPLETE AND ATTACH: ADA Checklist