CHERISH Program Planner

Location: Seattle, WA (possible combination of Seattle and Bellevue)
Pay scale: DOE
FLSA Status: Exempt
Hours: 1.0 FTE (40 hours/week)

Purpose

The CHERISH (CHildren Encouraged by Relationships In Secure Homes) Planner will help take on initiatives designed to accomplish the CHERISH Program’s strategic vision, including but not limited to ensuring that all children placed in out of home care in Washington benefit from the CHERISH model.

Principal Duties & Responsibilities

Duties and responsibilities may include, but are not limited to the following:

- **Project Management:** Develop and implement projects that accomplish the CHERISH program’s strategic vision.
  - Execute projects that further the strategic vision under the direction of the CHERISH Program Manager, including but not limited to:
    - Research-projects with local universities
    - Utilizing technology to assist with program needs
    - Refining online training modules, resources, and processes
    - Developing online resource center
    - Establishing standards for fidelity of CHERISH replication programs
  - Develop a system for managing all projects/tasks.
  - Track, organize, and communicate project status with a heavy focus on team and stakeholder communication to ensure alignment on key decisions and progress.
  - Continually analyze CHERISH program needs and provide recommendations on areas of improvement based on best practices for similar programs, and/or that would enhance the overall quality to drive the program to a scalable model.
  - Navigate barriers to projects, including regulatory and governmental barriers, and barriers presented by unique organizations.
  - Partner with various types of organizations (not for profit, governmental, foundations, universities, etc.) to accomplish goals.
  - Collaborate with Kindering’s Development department to maintain current and identify new funders or funding partnerships.

- **Program Administration:** Oversee administrative management of CHERISH program.
  - Supervise CHERISH Coordinator, including monitoring performance and quality of work, 30-60-90-day reviews, annual performance reviews, and setting employee goals and objectives.
  - Oversee and ensure compliance with CHERISH data and grants, including meeting deliverables, deadlines, and reporting requirements.
- Collaborate with the IT department to develop and improve the CHERISH database
- Conduct data analysis to guide decisions about the direction of strategic initiatives and for reporting purposes.
- Collaborate closely with CHERISH manager and CHERISH Program Development Officer in carrying out the strategic vision.
- Ensure consistent branding/messaging to the community regarding Kindering’s founding and managing role in CHERISH as well as at current and future replication sites
- Assist the CHERISH Program Manager to:
  - organize and manage department meetings, bulletins, and other program or agency communication. Monitor and maintain department’s productivity requirements. Monitor and maintain program budgets
  - Monitor CHERISH program model and expansion from a racial equity lens.
- Other duties as assigned.

**Required Education & Experience**

- A Master’s degree in Public Administration, Social Work (administrative track), MBA, or similar. Work experience can substitute for a Master’s degree; a Bachelor’s degree is required.
- A fundamental understanding of current issues and challenges facing individuals from underserved communities including sensitivity to racial equity/diversity.
- Familiarity/experience with online learning platforms with the ability to partner with vendors to create a CHERISH online learning experience.
- Demonstrated experience leading and facilitating the development of projects and programs within time, cost and quality targets.
- Strong analytical and systemic thinking skills, with experience synthesizing information from many sources to develop recommendations.
- Advanced ability to identify problems, research solutions and reduce impacts to work.
- Strong organizational skills to prioritize multiple tasks and projects under deadlines
- Experience in marketing, branding, online learning, data management and analysis,
- Ability to partner with Kindering Development team regarding CHERISH marketing and branding.
- Experience overseeing grant requirements, including reporting and meeting deliverables/deadlines.
- Proficient in Microsoft programs, and a working knowledge of developing online tools/resources, with the ability to source and partner with IT professionals for more complex project needs.
- Calm under pressure; excellent interpersonal and collaborative skills.
- An understanding of Early Intervention, Infant Mental Health, and/or Child Welfare and how to work within non-profit organizations preferred.

**Minimum Prerequisites**

- Pass Washington State DSHS criminal history and background check and FBI fingerprint check
- Demonstrate skill in word processing and familiarity with MS Word, Outlook and Excel
- Possess valid Washington State driver’s license and valid automobile insurance
- Have access to a dependable personal vehicle
- Be able to lift 40 pounds (average three-year-old)
- Pass tuberculosis test
Kindering values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.

**About Kindering**

Kindering was founded in 1962 by five mothers of children with disabilities and has grown into the largest and most comprehensive neurodevelopment center in the Northwest serving infants and young children with disabilities, delays and risk factors through early interventions and therapies.

Kindering annually serves nearly 1/3 of children ages 0-3 with disabilities in King County. We are the only local early intervention center offering a full continuum of programs to meet the needs of children, their parents, caregivers and siblings. Kindering is recognized as one of Washington’s Best Workplaces by the Puget Sound Business Journal for the last 2 years.

**To apply**: complete Kindering’s [online application](#), including uploading a resume and cover letter detailing why you’re a good fit for the role and why you want to work at Kindering.

Go to our website for more info about Kindering: [www.Kindering.org/careers](http://www.Kindering.org/careers)

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Contact [Careers@Kindering.org](mailto:Careers@Kindering.org) with questions.