



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change.

BUILDING EARLY LINKS FOR LEARNING (BELL) Manager

Department: Early Childhood Education Programs

Classification: Exempt

Reports to: Director, Early Childhood Education Programs

JOB DESCRIPTION

Summary:

The BELL Manager will be responsible for coordinating PEC's Philadelphia-wide effort to cultivate and maintain cohesive and collaborative relationships between the shelter and early childhood systems. Manager will ensure that the project is supportive of shelter staff to encourage enrollment of young children staying in emergency shelter into high quality early learning programs. The BELL Manager is responsible for the management and operation of the service, while supervising at least four staff, working with consultants, and ensuring compliance with the funding grant.

Essential Duties and Responsibilities:

The BELL Manager will lead staff to encourage integrated service delivery among the emergency, transitional, permanent supportive housing (EH/TH/PSH) with the early learning sectors. The BELL Manager will lead and supervise BELL staff to:

- a) Engage with partner EH/TH/PSH agencies to monitor family preferences about participating in early learning programs
- b) Support shelter staff to help families apply for early learning subsidies and identify and enroll in quality early learning programs;
- c) Train EH/TH/PSH staff on child development facts, practices, and principles;
- d) Advise the EH/TH/PSH system on developmental impacts of practices and policies;
- e) Connect and coordinate efforts across EH/TH/PSH, early learning and other systems that serve homeless young children
- f) Work with PEC's data contractor to utilize data to monitor progress and evaluate impact;
- g) Collaborate with PEC's Policy department in support of early learning system policies at the city, state, and federal levels.

Administration and Management:

- Collaborate with department Director, VP for Policy, and data consultant
- Build, retain, sustain internal cohesive team structure
- Promote culture of internal/external customer service
- Provide leadership and management in setting and meeting the goals and objectives
- Hire, Train, Develop, Manage, Motivate, and Evaluate the performance of at least four staff
- Use data to make project decision

Administration
 Rowan House
 325 North 39th Street
 Philadelphia, PA 19104
 P: 267-777-5800

*Community Development,
 Digital Inclusion, & Policy*
 Families First
 3939 Warren Street
 Philadelphia, PA 19104
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Housing & Services
 Gloria's Place
 3902 Spring Garden Street
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 Website: pec-cares.org
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- Participate in completing and executing the annual budget process
- Ensure all reports are complete and delivered on time
- Conduct/facilitate weekly staff meetings to discuss progress towards milestones
- Create monthly reports for PEC management showing progress toward the proposed outcomes as requested
- Provide leadership and manage in the planning process for the project
- Support PEC initiatives and projects as requested
- Work with external partners towards promoting high quality early learning systems, coalition, participating on leadership groups
- Engage in other cross-systems activities, as needed, and representing PEC
- Participate in the advocacy and public policy development on issues that relate to the project
- Elicit early learning preferences and respond, as needed, for children experiencing homelessness in Philadelphia
- Increase the enrollment of Philadelphia's homeless children into high quality early learning programs
- Complete the "ACF Self-Assessment Tool" in at least 18 EH/TH/PSH programs, and report results.
- Disseminate activities and findings through regular reports to funder
- Facilitate project sustainability
- Maintain contractual compliance with funder(s)
- Supervise staff in executing recommendations from data consultant
- Familiarity with challenges and contexts of parents experiencing homelessness and the system
- Familiarity with Philadelphia's early learning system
- Familiarity with major childcare subsidy programs, including ELRC, Head Start, PreK Counts, and PHLpreK

CORE Competencies:

- Child development/early learning experience
- Internal/external Client/Customer skills
- Constructive conflict and diplomacy skills
- Problem solving/troubleshooting
- Excellent Oral and Written Communication
- Organizing and Planning
- Relationship Building
- Performance Management
- Results Orientation
- Talent Management and Team Skills
- Understanding of trauma-informed services

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Required Education and Experience: Bachelor's degree in Education, Child Development, or related field; Master's Degree is preferred

- Minimum of ten years' experience in social services delivery preferred
- Proficiency with MS office programs: Word, Excel and Outlook
- Ability to learn new database, if needed
- Five years' management experience preferred

Additional Eligibility Qualifications:

- Sensitivity to and comfort working with diverse populations and people with special needs
- Knowledge of the complexity of poverty and family strengths, homelessness, mental illness, trauma, substance abuse and the impact on individual and community health

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Send resumes to: resumebell@pec-cares.org

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