



Position: Early Childhood Advisory Council Program Manager

Organization: South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value: children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Early Childhood Advisory Council

The SC Early Childhood Advisory Council is a collaborative body representing the state's early childhood system. Established in state statute, the Early Childhood Advisory Council includes the directors of state agencies, elected officials, state-level early childhood leaders, members of the business and medical communities, parents, and early childhood educators. The Early Childhood Advisory Council is housed within South Carolina First Steps, the state's dedicated early childhood agency. The Early Childhood Advisory Council works together to ensure that South Carolina's children arrive at school ready to reach their highest potential, that the state's youngest children are healthy and safe, and that they are actively supported by their families and communities.

Position Description:

The Early Childhood Advisory Council (ECAC) Program Manager ensures that the ECAC fulfills its legislatively-mandated responsibilities including serving as the coordinator, connector and convener of early childhood stakeholders across agencies, levels of government, nonprofits and the private sector. Reporting to the Exec. Director of SC First Steps and the ECAC and supervising a team, the Program Manager manages grant-funded activities, provides information about the early childhood state system to policy-makers and leaders, and facilitates and monitors progress toward state early childhood system



goals and strategic plan development and execution. The position will be based in Columbia, SC.

Responsibilities and Duties:

- Manage collaborative, cross-system, and interagency initiatives including grant-funded efforts.
- Support and engage state agency participants in the Early Childhood Advisory Council, serve as staff liaison for the Interagency Collaboration Committee, and support or facilitate other cross-system early childhood and two-generation committees, working groups, and knowledge-sharing opportunities to ensure collaboration, alignment of resources and strategies, and when appropriate, cross-agency governance.
- Represent the ECAC on cross-agency and early childhood system-building committees, teams, and groups in-state and nationally. Solicit, monitor, and share resources, ideas, and best practices from national organizations, technical assistance providers, and funders with South Carolina's early childhood state system leaders and policymakers.
- In collaboration with research and communications staff, strategically develop and pursue opportunities that elevate South Carolina's early childhood and two-generation work on statewide, regional and national platforms.
- Oversee the development and implementation of projects and initiatives that build parental knowledge of and access to the early childhood state system (i.e. Palmetto PreK, First Five SC, ECAC AmeriCorps, etc.)
- Plan and produce the SC Summit on Early Childhood and help develop and support other opportunities for knowledge-sharing and professional development across the early childhood state system.
- Ensure the voices of early childhood leaders and families impacted by the early childhood state system are solicited and heard through the development of a Family Voice Council, surveying of constituents, and statewide early childhood needs assessments.
- Ensure the legislatively-mandated responsibilities of the ECAC are accomplished and the ECAC is compliant with all requirements including reporting from the legislature, oversight bodies, and funders.
- Supervise and manage the Early Childhood Advisory Council team.

Qualifications:

- Minimum of a Bachelor's Degree in a relevant field
- At least five years of relevant professional experience
- Knowledge of state-level early childhood and/or education systems, legislative processes, and state agency processes. Strong verbal and written communication skills
- Must be collaborative, a partnership-builder, a problem-solver, culturally-competent, organized, self-directed, and ready to embrace new opportunities
- Must have experience managing people, projects, coalitions and/or committees. Self-starter, able to work independently



- Must have a strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Must have the ability to manage multiple projects simultaneously with a high degree of accuracy and attention to detail
- Possess a valid driver's license, as some travel may be necessary

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

To apply, submit your cover letter and resume to Avian Jones at HR@scfirststeps.org