



## Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the Business Operations Division! Go to our job board to apply:

[job board](#)

## The Associate Project Manager job at a glance

### General Summary

Under supervision of the Project Management Supervisor, the Associate Project Manager (APM) assists with various project initiatives to meet CCRC business objectives. The APM assists Project Managers with intake, onboarding, requirements analysis, project charter documentation, project plan documentation and updates, and when requested, provides updates to project sponsors, key stakeholders, and project resources. The APM assists with administrative tasks associated with project planning and implementations.

The Associate Project Manager collaborates with Project Management Division team members to assist with project requirement documentation, project scheduling, and budget tracking and projection updates. The APM supports Project Managers in business and technical process improvement initiatives by assisting with analyzing business functions and protocols, gathering and documenting information, developing process flow diagrams and mind maps, and recommending improvements (process, people, technology) by identifying problems, risks and inefficiencies of processes, policies, and procedures. The APM assists Business Administration functions with policy and procedure documentation changes when required.

### Core Benefits!

- **Hybrid** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
  - There are a variety of medical and dental plans offered.
  - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1<sup>st</sup> 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for **learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

## The Details of the Job:

### Essential Duties And Responsibilities

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Within a team environment, the Project Manager position will perform the following responsibilities:

**Project Management** (30%)

- Collaborate with project stakeholders, technical personnel, contractors/vendors, and Project Management Division team members to assist in creation of project plans, including project timelines, resources, and project access permissions. Provide updates to key stakeholders and project sponsors as requested. Assist team by ensuring deliverables meet quality, customer service, and compliance standards.
- Readily and flexibly realign assigned priorities to ensure CCRC efficiency and quality improvement initiatives are completed for both business and technical processes.
- Build and maintain highly collaborative and supportive relationships with leadership, stakeholder teams, third party vendors, funders, and community partners.
- Request and coordinate internal and/ or external resources based on the alignment of team member skills and project demands.
- Assist with project risk management by utilizing a risk register to advise leads on project risks.
- Assist department with budgetary reporting related to projects, including assisting with procurement-related processes, and recommend adjustments, as necessary, based on financial analysis.
- Assist team with measurement and tracking of project status using appropriate tools and techniques. Track and maintain lessons learned repositories for all projects.

**Administrative** (70%)

- Assist PMs with project meetings to align the project team to methods and goals and to track project tasks.
- Prepare agendas, meeting notes, and project summaries. Provide regular and timely project updates, via meetings, presentations, and emails to PMD management and project managers.
- Monitor task completion status to identify at risk project tasks and to develop mitigation plans.
- Allocate resources, budgets, and hours to the project and adjusts allocations when necessary.
- Collaborate with CCRC's Learning & Development and Communications/Marketing Teams as needed to assist in the development of user manuals, training materials, communication plans, change management plans, and other documents to enable successful implementation and production transfer.
- Review vendor quotes, contract documents, and other related business documents and advise project management leads and stakeholders with reliable information on alignment to CCRC requirements.
- Develop and maintain project documents, including spreadsheets, diagrams, and process maps to use for knowledge sharing and tracking of project needs. Utilize specialized software tools (e.g., MindMeister, Microsoft Visio, PowerPoint, etc.) for mapping processes and requirements, creating the agreed-upon textual and visual representations of the current and future state from the business perspective.
- Continually refine and support effective project management workflow standards including procedures and templates that promote efficiency, productivity, and quality. Adhere to established PMD standards and documentation requirements.
- Assist Administrative Services Department (AS) with various business administration tasks, when requested, by providing expertise in process improvements, creation of efficient tools, and providing project management mentorship to others to gain better understanding of PMI methodologies and common terminology.
- Learn from Subject Matter Experts and apply knowledge to multiple functional areas to bridge business requirements and potential technical, functional, or people solutions. Stay up to date on subject matter areas, as assigned.
- Coordinate with vendors/ contractors to assist with finalizing contract documents, statements of work, quotes, and other documents needed to further vendor contract and purchasing tasks. Coordinate with Office of Business Administration staff for purchasing actions and provide Project Managers with status on purchasing actions.

## Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Periodic assistance with event planning.
- Attend conferences and training as required to maintain proficiency
- Other duties as assigned.

## Job Specifications

### Minimum Required

- **Education:** Associate's degree in business, information technology/computer science, communications, or related field, *or equivalent experience*.
- **Experience:** 1 year experience in project management methods or involvement in formally managed projects as a stakeholder or support function.
- **Professional/Technical Certifications:** Project Management Training, coursework, *or equivalent experience*
- **Technical Requirements:**
  - Competency in Microsoft applications (i.e., Word, Excel, Outlook, PowerPoint, Teams, OneNote, One Drive, etc.)
  - Familiarity with Project Management methods and PMI-based project management terminology
- **Bilingual Required:** n/a
- **Behavioral:**
  - Strong understanding of formal project management methodologies (waterfall/predictive, agile, hybrid)
  - Experience coordinating project management activities, resources, equipment, and information for various projects.
  - Demonstrated commitment to collaboration, continuous learning and quality improvement, creative problem solving, and producing high-quality work.
  - Proactive and analytical problem solving to produce recommendation delivered with excellent communication.
  - Proven track record of being detail-oriented, extremely organized, and has basic project management skills and experience.
  - Proven success in working with various levels of staff and leadership
  - Ability to flexibly manage multiple large-scale initiatives while consistently meeting deadlines.
  - Fundamental analytical and conceptual thinking skills.
  - Ability to maintain cooperative, diplomatic, respectful working relationships with all levels within the organization and the public; work as part of a team and collaborate effectively with colleagues; complete projects under tight deadlines even when there are competing requirements and changes in assignments.
  - Excellent planning, organizational and time management skills.
  - Adherence to business confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
  - Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** Some travel/business related driving required; This position requires travel. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance.

- **Work Schedule:** Hybrid, typically 2-3 days per week (minimum), in office to meet business coordination and project requirements, or as directed by Division leadership.
- **Work environment:** Office work environment; ambient temperature, moderate noise level, indoors. When working remote, must provide professional office-like environment without distraction and in compliance with CCRC Flexible Work Policy requirements.
- **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the Project Manager will be supporting.
- **Background check required.** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
  - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
  - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
  - **MVR / DMV clearance** in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
  - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
  - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
  - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

## Preferred

All minimum requirements above met, plus:

- **Experience:** Experience in information technology project implementations and technology staff/consultant coordination, Facility operations and improvement experience, Early education or other social service, non-profit settings experience, and experience with related policies and procedures is highly desired.
- **Education:** Bachelor’s degree in business administration, information technology/computer science, communications, or related field is desired.
- **Professional/Technical Certifications:**
  - Project Management Professional (PMP) certification is desired but not required.
- **Technical Requirements:**
  - Familiarity with specialized project management tools such as Wrike (project management), Mindmeister (mind mapping), Visio (process flow diagramming), JotForm (business process questionnaires) highly desired.

## Physical Demands

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

## Notices

**Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

### **Accommodations**

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at [Recruiting@ccrcca.org](mailto:Recruiting@ccrcca.org).