

Child Start, Inc. Job Description

The job characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Job Title: Rise Vallejo Program Navigator
Program: Non-Head Start
Supervisor: Rise Vallejo Site Manager
Supervises: N/A

Revised: September 23, 2025
FLSA Status: Non-Exempt
Salary: \$52,000 (Annual)

GENERAL SUMMARY:

Responsible for navigating program services, serving as a parent liaison throughout the recruitment, selection, and enrollment process. Provides support to the site manager, onsite early care and education providers, and early learning professionals. Supports multiple projects, maintaining record-keeping and communication systems, including data entry, analysis, and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports the effectiveness of the Rise Vallejo Site Manager by advising on strategies, coordinating meetings, and preparing memos, letters, media articles, newsletters, flyers, brochures, and reports.
- Contributes to the development of a public relations plan, serving as the Rise Vallejo point of contact to direct inquiries and provide information, leadership, and guidance in treating all children and families, staff, onsite partners, and community members with dignity and respect.
- Ensures consistency of Rise Vallejo identity by proofing and monitoring printed material.
- Coordinates site-based meetings, including agendas, physical arrangements, minutes, and follow-up as indicated.
- Supports the completion of site-based program measures and grant requirements by establishing and maintaining records, creating and updating program matrices, and monitoring due dates, responsibilities, and status.
- Completes clerical work and data entry to support the administrative goals of the Rise Vallejo Early Learning Center.
- Ensures site documents are complete, accurate, and current for legal compliance through periodic review, initiation of correspondence, and follow-up.
- Oversees creation, revision, distribution, and procurement of Rise Vallejo forms.
- Maintains community database and listserv for mass mailings and broad communication via email.
- Works with the site manager to maintain a website, including current information about Rise Vallejo, its services, and enrollment opportunities.

- Communicates all steps of the application and enrollment process with parents, including contacting families who have expressed interest in services, assisting with completing child applications for all programs, and safeguarding child/family records, including health and screening forms, parent questionnaires, and all other eligibility and enrollment forms required.
- Participates in the implementation of the Rise Vallejo recruitment and outreach plan, focusing on surrounding Vallejo communities and participating in countywide outreach events and various recruitment efforts for all Rise Vallejo program options.
- Shares pertinent information with supervisor and team members regarding work progress, successes, barriers, concerns, and other areas that may have an impact on the center's services or image.

JOB CONDITIONS / COMPLEXITY:

Works in a modernized, well-lit office. Fast-paced environment; frequent deadlines; cross-functional teams. Patience, tact, and finesse are necessary for collaborative decision-making involving people at various organizational levels. Occasional evenings or weekends may be required to support events.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- AA/AS degree and three years of full-time, directly related and progressively responsible experience.
- Bilingual English/Spanish strongly preferred but not required.
- Effective communication, analytical, and problem-solving skills.
- Strong interpersonal skills to facilitate the accomplishment of work diplomatically and tactfully.
- Solid writing skills to compose and edit documents.
- Ability to manage time-sensitive projects from start to finish.
- Working knowledge of computer applications, including Windows and Microsoft Teams.

Other Requirements

- Ability to pass criminal record clearance
- Clear TB test and statement of good health from a doctor are required as a condition of employment
- Ability to provide proof of immunization against measles, pertussis, and influenza

- Willingness to report any suspected child abuse as required by state law

Other Skills and Abilities:

- Ability to develop positive working relationships with other staff, parents, volunteers, and community partners
- Must be committed to a high standard of safety and be willing and able to comply with employer safety policies
- Must maintain regular and acceptable attendance in compliance with agency Attendance policy.

This job description is not intended to be a complete list of all responsibilities, duties and skills required. Duties and responsibilities and skills may vary depending upon agency needs.