



CISC is a nonprofit organization serving immigrants across King County by providing information and referrals, advocacy, and comprehensive social support services.

JOB ANNOUNCEMENT

TITLE: Early Learning Program Manager (Bilingual in Chinese)

REPORTS TO: Family and Youth Program Director

HOURS: Full-time, Monday - Friday 8:30 am- 5:00 pm

PAY RANGE: \$89,440 - \$95,680, exempt position

ABOUT: CISC is a nonprofit organization founded in 1972 that supports immigrants and their families by creating opportunities for success while honoring cultural heritage. We provide youth, family, and senior services, including preschool and after-school programming; ESL and naturalization support; in-home care case management; and health care navigation. Services are offered in Cantonese, Mandarin, Russian, Vietnamese, Spanish, and additional languages at our office locations and community-based sites throughout King County, Washington.

Our core values are Community, Compassion, Empowerment, Equity, and Inclusion. Learn more about our core values, Land Acknowledgment, and equity statement at cisc-seattle.org/about-us.

JOB SUMMARY: The Early Learning Program Manager provides strategic leadership, supervision, coordination, and quality assurance for a comprehensive portfolio of early childhood and family support programs, including Kaleidoscope Play & Learn, Bilingual Preschool, Universal Developmental Screening and Referral/Help Me Grow, Child Care Health Consultation, PC+ Home Visiting, Family Support and Connection Program, and family engagement and support services. This position ensures that programs are culturally responsive, relationship-based, developmentally appropriate, and aligned with organizational goals, funder requirements, licensing standards, and best practices in early childhood development.

JOB DUTIES:

Program Leadership and Administration

- Lead planning, implementation, monitoring, and continuous improvement of early learning programs serving young children, parents, and caregivers.
- Develop annual program goals, work plans, service delivery procedures, outreach strategies, and performance measures.
- Ensure program activities meet contract, grant, licensing, reporting, and compliance requirements.
- Monitor program quality, participation, outcomes, and service equity; use data to identify gaps, strengthen services, and support continuous quality improvement.
- Prepare reports, program narratives, budgets, funder updates, and presentations for internal leadership, partners, advisory groups, and funders.
- Work collaboratively with funders to understand priorities, maintain strong communication, support contract deliverables, and identify opportunities for program sustainability and growth.
- Track reporting deadlines and ensure monthly and quarterly invoices, service data, expenditure documentation, and narrative reports are completed accurately and submitted on time.
- Support audits, monitoring visits, site reviews, and corrective action planning as needed.



Supervision and Staff Development

- Supervise, coach, and support early learning program supervisory staff.
- Recruit, onboard, train, and evaluate supervisory staff in alignment with organizational policies and program standards.
- Facilitate meetings, reflective supervision, case consultation, and professional development opportunities.
- Promote consistent use of culturally responsive, trauma-informed, strengths-based, and family-centered practices.
- Support staff in maintaining required credentials, training, documentation, and professional growth plans.

Program-Specific Oversight

- **Kaleidoscope Play & Learn:** Oversee community-based play groups that support caregiver-child interaction, early learning, school readiness, and connection to resources.
- **Bilingual Preschool:** Ensure high-quality, inclusive, language-rich preschool programming that supports bilingual and bicultural development.
- **Universal Developmental Screening and Referral/Help Me Grow:** Oversee culturally and linguistically responsive developmental screening, referral coordination, family navigation, and warm connections to community resources.
- **Child Care Health Consultation:** Support consultation services that promote safe, healthy, developmentally appropriate early learning environments to Family, Friend, and Neighbor Caregivers.
- **PC+ Home Visiting:** Oversee an evidence-based home visiting program that partners with families—often those facing economic or linguistic barriers—to prepare 16-month-to 4-year-old children for academic success.
- **Family Support and Connection Program:** Oversee services that assess family strengths and needs, support goal setting, improve caregiver knowledge/skills related to child development, reduce family isolation, increase coping skills for families, and support bicultural development.
- **Family Engagement and Support:** Lead strategies that build trusted relationships with families, elevate parent voice, reduce barriers, and connect families to culturally and linguistically appropriate resources.

Partnerships, Outreach, and Community Collaboration

- Build and maintain strong partnerships with families, community-based organizations, schools, health systems, early intervention providers, public agencies, and funders.
- Represent the organization in community coalitions, advisory committees, provider networks, and early learning systems-building efforts.
- Coordinate outreach to underserved communities and ensure services are accessible, welcoming, and responsive to family needs.

QUALIFICATIONS:

- Bachelor's degree in Early Childhood Education, Child Development, Social Work, Public Health, Human Services, Education, or a related field; master's degree preferred.
- Bilingual in English and Chinese
- At least ten years of progressively responsible experience in early childhood, family support and connection, home visiting, preschool, child care consultation, developmental screening, or related community-based services.
- At least five years of supervisory, program coordination, or program management experience.

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- Knowledge of child development, school readiness, family engagement, developmental screening, referral systems, and culturally responsive early learning practices.
- Experience working with diverse families, immigrant communities, dual-language learners, and communities impacted by systemic barriers.
- Strong communication, facilitation, coaching, documentation, data analysis, and relationship-building skills.
- Ability to manage multiple programs, priorities, budgets, timelines, staff, and partnerships with attention to quality and accountability.

CORE Competencies:

- Leadership grounded in equity, inclusion, cultural humility, and family voice.
- Strong understanding of early childhood development, parent-child interaction, and kindergarten readiness.
- Ability to coach staff, strengthen teams, and support reflective practice.
- Skilled in partnership development, community outreach, and cross-sector collaboration.
- Effective problem-solving, planning, project management, and continuous quality improvement skills.
- Commitment to confidentiality, ethical practice, child safety, and high-quality service delivery.

BENEFITS:

- Health Insurance (Medical, Dental, and Vision)
- Flexible Spending Arrangement plan
- Life insurance
- Accrue up to 8 hours paid sick leave per month
- Accrue up to 8 hours paid vacation per month
- Accrue up to 3 paid floating holidays annually
- 11 paid holidays annually
- 401k Retirement plan (with employer discretionary contribution + matching contribution)

LOCATION:

CISC Renton and Seattle Offices

CISC – Seattle
611 S Lane St
Seattle, WA 98104

CISC - Renton
725 Powell Ave SW Ste.100
Renton, WA 98057

APPLICATION:

Submit resume and cover letter to: CISC
Attn: Human Resources
611 South Lane Street
Seattle, WA 98104

Or email resume and cover letter to: jobs@cisc-seattle.org



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CLOSING DATE:

Open until position filled

CISC is an Equal Opportunity Employer

CISC is an Equal Opportunity Employer and dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, citizenship status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. Reasonable accommodation will be provided for persons with disabilities.