

JOB DESCRIPTION
UNITED WAY OF CENTRAL MINNESOTA

JOB TITLE: Community Child Care Coordinator

Status: Exempt, Benefits Eligible

General Function:

- *Child Care Programing:* understand and communicate the licensing process for family child care and child care center programs
- *Business Support:* work with employers to increase participation in the development of innovative child care strategies for their employees and the community
- *Advocacy:* knowledgeable about licensing regulations and current proposals/barriers
 - Educate community members about the link between quality child care, economic development, and viable communities.
- *Community Collaboration:* Work in close partnership with key community contacts (Greater Saint Cloud Development Corporation, Milestones, First Children's Finance, Initiative Foundation, county and DHS licensors, local leaders, etc.)

KEY AREAS OF RESPONSIBILITY:

Leadership:

- Active engagement and participation in Community Child Care Fund Advisory
- Develop targeted engagement strategies with area employers to identify and implement child care strategies
- Develop resources and services to provide technical assistance for the start-up of new child care programs to increase the supply of child care

Volunteer Management/Coordination:

- Lead, train and develop community volunteers to advance initiatives through program allocations, partnerships, collaborations and other means as developed.
- Expand existing and develop additional community partnerships to address child care challenges in our region.

MINIMUM QUALIFICATIONS:

- Applicable background in the early childhood field
- Effective communication skills and ability to convey thoughts, ideas, and information to individuals or groups verbally and/or in writing
- High level professional with strong leadership and effective interpersonal skills capable of communication with diverse populations

Work Environment: Work is typically performed in a standard office setting, working at a desk or table on a level surface. Flexible work schedule may be performed remotely with *Work from home* hybrid arrangements. May routinely travel to attend meetings, business visits and attend various functions. May be required to work outside of typical schedule to meet deadlines and meet with partners

REPORTS TO: Director of Financial Stability

Please email application, resume and cover letter to:

Alexis Lutgen, Director of Financial Stability

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