

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* 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