

**Job Title:** Nevada Child Care Hub – Regional Coordinator  
**Department:** Supporting Early Education and Development  
**Last Revised:** 9/2021

### **Definition**

This coordinator position works with the Statewide Hub Manager to project plan and implement the Nevada Child Care Hub project. This project aims to support child care providers in achieving financial sustainability and enable strong outcomes for children and families by identifying common needs and creating a structure to share resources (staff, technology, information, services) among Nevada’s child care providers. This position is responsible for establishing and assisting the Hub Manager in the oversight of the regional hub location. The position is also responsible for coordinating with multiple agencies who operate early childhood programs out of the regional location and/or virtual.

### **Supervision Exercised**

Regional Hub Coordinators

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### **Duties**

- Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and CCR&R Program Manual
- Research shared services models across the United States to ensure Nevada’s model is as comprehensive as possible and unique community needs are addressed.
- Assist the Hub Manager in working national technical assistance partners to establish and implement the Hub.
- Work with the Hub Manager to ensure regional needs are included in the Child Care Hub project plan that begins with a pilot and expands statewide.
- Assist the Hub Manager in creating systems to track project data and evaluation of services and use these data to evaluate, and revise the project implementation plan.
- Assist the Hub Manager in lead the statewide Child Care Hub committee to engage stakeholder in a meaningful way to design the Hub.
- Help identify partners from multiple sectors, including philanthropy and the business to achieve a self-sustaining Hub by planning for a diverse revenue stream that ideally includes state, county and local sources.
- Commit to reducing disparities and barriers to accessing resources by addressing cultural and socio-economic barriers of parents and child care providers.
- Report outcomes and communicate suggested program changes to Hub Manager.
- Works with supervisor to achieve objectives within budgeted amounts.
- Build and/or strengthen relationships with community partners across Nevada.
- Participate in community outreach events to promote awareness of the Nevada Child Care Hub, other Cabinet services, and key ECE messages in accordance with the annual plan.
- Perform other duties as assigned.

### **Minimum Qualifications Needed:**

#### **Knowledge of**

- Nevada’s Early Childhood System
- Needs of early childhood educators across settings.
- Early childhood development.

- Health disparities, inequitable access to services (including transportation and other barriers to care that may be encountered by clients).
- Organizing resources and establishing priorities.
- Computer programs including Microsoft Word, Excel, Power Point, data base programs, etc., and the desire to learn new programs.

#### **Ability to**

- Communicate clearly and concisely both in writing and verbally.
- Work with various community agency partners to improve access to services.
- Creative and analytical thinking and ability to problem-solve.
- Identify service gaps and propose improvement strategies.
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.

#### **Special Requirements**

- Bachelor's degree in early childhood, human services project management or other closely-related field.
- At least three years of experience in early childhood field.
- Must have reliable transportation to get to and from work.
- May be required to work some evenings and weekends.
- May be required to travel in state and out of state for meetings or training.
- Must be able to lift and carrying up to 40 pounds.

#### **License or Certificate**

- Able to pass complete background check.
- Must possess a valid Nevada's Driver's License and proof of insurance if utilizing a personal vehicle for company business

#### **Benefits**

- Eligible to receive Cabinet benefits for full-time staff.

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