

Job Title: Employer Child Care Capacity Building – Regional Coordinator
Department: Supporting Early Education and Development
Last Revised: 9/2021

Definition

This coordinator position works with the Employer Child Care Capacity Project Manager to project plan and implement the Employer Child Care Capacity Building project. This project aims to support employers in identifying the child care needs of their workforce and assisting employers in creating solutions to meet those needs. The position is also responsible for coordinating child care solutions with individual employers.

Supervision Exercised

None

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 employer support options across the United States to ensure Nevada's employer support model is as comprehensive as possible and unique community and employer needs are addressed.
- Assist the Project Manager to align national technical assistance Nevada currently receives and identify where additional technical assistance needs exist.
- Assist the Project Manager to create an Employer Child Care Capacity Building project plan that addresses regional employer needs.
- Assist the Project Manager in creating systems to track project data and evaluation of services and use these data to evaluate, and revise the project implementation plan. Ensure these data are collected.
- Participate in the development of an Employer Child Care Capacity Building committee to engage stakeholder in a meaningful way to design support.
- Work with Project Manager to engage partners from multiple sectors, including economic development agencies and businesses to inform and improve project service delivery.
- Provide consultation and technical assistance to employers to support the provision of child care services to their employees.
- Assist employers in cost modeling to match their workforce goals and child care needs.
- Commit to reducing disparities and barriers to accessing resources by addressing cultural and socio-economic barriers of parents who need access to care.
- Report outcomes and communicate suggested program changes to Project 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 Employer Child Care Capacity Building project, other Cabinet services, and key ECE messages in accordance with the annual plan.
- Create and deliver presentations for employer stakeholders to engage in the understanding of how child care contributes to economic growth and sustainability in workforce.
- Perform other duties as assigned.

Minimum Qualifications Needed:

Knowledge of

- Nevada's Early Childhood System.
- Child care needs of employers of various sizes and various child care options to meet those needs.
- The importance child care for economic recovery, family support and child development.
- Health disparities and inequitable access to services (including transportation and other barriers to care that may be encountered by working parents).
- Computer programs including Microsoft Word, Outlook, Excel, Power Point, data base programs, etc.

Ability to

- Communicate clearly and concisely both in writing and verbally.
- Ability to plan, implement, and evaluate program implementation.
- 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 human service related field.
- At least two years of experience working with families or with employers to support families.
- 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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