

**Job Description:** Hub Project Specialist  
**Focus:** Child Care Services Center  
**Department:** SEED  
**Last Revised:** 05/22

### **Definition**

The Supporting Early Education and Development (SEED) Hub Project Specialist will provide needs assessment, referral and follow-up support to current and prospective child care providers at the Child Care Hub (NV Strong Start Child Care Services Center). The position also provides overall project support, administrative assistance and support tasks as assigned. This position requires a familiarity with different types of early care and education settings, the ability to utilize basic computer software programs and positive communication skills within the agency and with the public.

### **Supervision Exercised**

None

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### **Duties**

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and SEED Program Manual.
- Greet visitors arriving at the Child Care Services Center and communicate with partners regarding guests and appointments. Assist visitors with the check-in system.
- Accept and return phone calls to the front desk of the CCSC.
- Conduct basic needs and goals assessments for both current and prospective child care providers and provide appropriate referrals.
- Follow up with recent visitors to the CCSC to identify any barriers towards goals and assist with additional resources.
- Provide technical assistance and support to users of the NevadaCCSC.org virtual Hub, including basic troubleshooting, site guidance and user registration.
- Assist child care providers to access materials in the Lending Library and support ongoing organization of Lending Library inventory.
- Assist with data collection and data entry including intake procedures, documentation of referrals and follow-up and distribution of surveys to visitors.
- Provide administrative support to the Regional Coordinator including filing, research, development of documents, printing and related administrative functions.
- Work alongside the Regional Coordinator and partner organizations to plan and implement events for the child care provider community.
- Develop and maintain an inventory of resources for the front desk including brochures, pamphlets and flyers directed toward the child care provider and early learning community.
- Assist with daily operations of the Child Care Services Center including accepting deliveries, organizing supplies, creating signs and lists, and related functions as assigned.
- Participate in the development of newsletters, calendars, flyers, brochures and other educational materials.
- Perform other tasks as assigned.

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## **Entry Level Qualifications**

### **Knowledge of:**

- Early childhood education practices and principles that encompass different types of child care settings.
- Basic child care licensing requirements, or ability to learn child care licensing requirements.
- Computer programs including Microsoft Word, Excel, Power Point, data base programs, etc., and the desire to learn new programs.
- Customer service skills and positive communication styles.

### **Ability to:**

- Communicate clearly and concisely both in writing and verbally.
- Be organized and use effective time management.
- Use outstanding customer service skills.
- Facilitate positive communication with customers.
- Work collaboratively with staff and community agencies.
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.

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## **Education or Work Experience Requirements**

- Minimum of a bachelor's degree in early childhood education, or a combination of education and/or experience in early childhood education of at least four years.
- Bilingual (English/Spanish) preferred.

## **Special Requirements**

- Work requires some weekend and evening hours.
- Must be physically capable of performing all job duties. This may include lifting up to 40 lbs.; bending; standing; sitting; and walking up and down stairs (to conduct home visits); repetitive hand motion (completing forms and inputting data)
- Able to pass complete background check.
- Must have reliable transportation to and from work.
- Possess a valid Nevada 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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