



Technical Assistance Specialist – Step Up to Quality

Action for Children (AFC), central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Step Up to Quality (SUTQ) team. Drawing on your knowledge of early childhood care and education, you will provide services to child care center administrators who are beginning the SUTQ process, are renewing their star level or working toward achieving a higher rating. Specialists also provide linkage to professional development opportunities, along with coaching and technical assistance to support their efforts to achieve and maintain quality standards. This position involves work in AFC's seven counties: Franklin, Madison, Pickaway, Fairfield, Licking, Delaware and Union. This is a full time position, requiring travel and occasional evening/weekend hours. All SUTQ TA Specialists are trained to offer professional development in addition to the SUTQ work.

Successful candidates will have:

- BA/BS in Early Childhood Education; Human Development & Family Studies, Human Ecology, Nutrition or related field; must meet ODJFS in-service trainer requirements. [\(Rule 5101:2-12-28 OAC\)](#)
- Minimum two years of experience working with adult learners
- Minimum three years of experience in Early Childhood Care & Education field, with a minimum of one year of experience working directly with children
- Knowledge of USDA/CACFP a plus
- Knowledge of/experience with commonly accepted business practices within the child care profession and with Step Up to Quality a plus
- Proficiency with technology and experience with Microsoft Office Suite
- Ability to work with families of various backgrounds and cultures

We seek a self-starter who is creative, flexible and has earned a reputation as a team player. You will have demonstrated strong skills in written and verbal communication, building rapport, analysis and problem-solving. You must be committed to the success of the program and the team, dedicating the time necessary for team meetings and agency events.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer.

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or jobs@actionforchildren.org. No phone calls please.