



## Technical Assistance Specialist – Family Child Care Part Time

Action for Children (AFC), central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family Child Care team on a part time basis. Drawing on your knowledge of early childhood care and education, you will provide services: outreach services, education and technical assistance, to family child care providers participating in the Child and Adult Care Food Program (CACFP). Specialists provide ongoing monitoring and coaching in home care situations. Specialists also provide linkage to professional development opportunities to support participants' efforts to achieve and maintain quality standards.

### REQUIREMENTS – Successful candidates will have:

- BA/BS in Early Childhood Education; Human Development & Family Studies, Human Ecology, Nutrition or related field;
- 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

### Preferred Requirement

- Must meet Ohio Approval instructor requirements (<https://ocerra.org/wp-content/ocerra/opr/opr-overview-instructor-approval-application-user-guide.pdf>)

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. This is a part time position, requiring travel and occasional evening/weekend hours.

### 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](mailto:jobs@actionforchildren.org). No phone calls please. Action for Children is an equal opportunity employer.

**Action for Children**



Job Posting

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.