



Technical Assistance Specialist – Family Child Care

Action for Children, central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family Child Care (FCC) team. Drawing on your knowledge of early childhood care and education, you will provide outreach services; education and technical assistance to family child care providers and individuals seeking to become licensed FCC providers. Once licensed you will supply professional development opportunities, coaching and technical assistance to support their efforts to achieve and maintain quality standards.

REQUIREMENTS – Successful candidates will have:

- BA/BS in Early Childhood Education; Human Development & Family Studies, Human Ecology, 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 two years of experience working directly with children
- Knowledge of/experience with commonly accepted business practices within the child care profession and with Step Up to Quality
- 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. This is a full time position, requiring occasional evening and 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. No phone calls please. Action for Children is an equal opportunity employer.

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.