



### **Coordinator, Business & Organizational Support Services (The BOSS)**

Action for Children (AFC), Central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Child Care and Education Initiatives team as the coordinator for our newly established business support program for child care centers and family child care homes. The Business & Organizational Support Services (The BOSS) will help child care providers manage their finances, hire and retain qualified staff, increase their enrollment, and otherwise help programs to increase their financial viability and quality, and better serve children and families. This position will help build the program, oversee the day-to-day activities of The BOSS, and hire and supervise the BOSS coaches. This includes defining clear performance expectations, promoting a productive problem-solving process within the team, and ensuring successful achievement of all program deliverables. The Coordinator will assist the Program Manager by serving as liaison with partnering agencies and organizations.

#### **REQUIREMENTS – Successful candidates will have:**

- Bachelor's degree in a business field (e.g., management, marketing, non-profit, etc.), or an early childhood field (e.g., education, human development)
- Business management experience with strong familiarity with child care programs
- Demonstrated respect for early care and education, including both center-based providers and family child care
- Experience mentoring adult learners
- Experience planning and carrying out long-term objectives and assessing success
- Comfort and skill with technology, including database and spreadsheet applications and Microsoft Office Suite
- Ability to work with people of various backgrounds and cultures, and demonstrate cultural responsiveness
- Knowledge of local and state community resources
- Excellent communication skills – written, verbal and formal presentation
- Understanding of how race, gender, culture, and class intersect to shape conditions for early childhood educators, child care programs, and the children and families they serve
- A desire to contribute to a workplace and profession which values collaboration, diversity, growth, inclusion, equity, belonging and respect for all people

#### **DESIRED QUALIFICATIONS –**

- Supervisory experience

## Action for Children



Job Posting

- Familiarity with Ohio's child care systems and processes (e.g., standards, professional development, etc.)
- The ability to speak Spanish, Somali, Arabic, Nepali, or other language – Signing bonus available to fluent speakers

The ideal candidate will be attuned to details, have strong organizational skills, be adept at solution-seeking for a variety of situations, and be proactive about identifying opportunities and removing barriers to success for both The BOSS and the providers it serves. Must have flexibility to work occasional evenings and weekends as program needs dictate.

### HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to [jobs@actionforchildren.org](mailto:jobs@actionforchildren.org) or apply online at:

[LINK]

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.

**\*\*Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. \*\***