



Coordinator, The Village Staffed Family Child Care Network

Action for Children (AFC), Central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family Child Care (FCC) team as the coordinator for our newly established staffed family child care network (SFCCN), The Village. The Village will provide a cohesive network of services to home-based child care providers to meet their specialized business, logistical, and quality improvement needs. This position will help build the program, oversee the day-to-day activities of The Village, and hire and supervise the FCC Coaches who work in this area. 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 an early childhood field (e.g., education, human development), OR relevant social sciences field (e.g. family studies, social work)
- OR a business field (e.g., management, marketing, non-profit, etc.),
- Experience with home-based family child care programs
- 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
- Familiarity with Ohio's child care systems and processes (e.g., standards, professional development, etc.)
- Understanding of how intersecting systems of racial, gender, and class discrimination 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
- Demonstrated business management skills (HR, marketing, budgeting, etc.)

Action for Children



Job Posting

- 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 Village SFCCN 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 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. ****