

Action for Children



Coordinator, Child Development Associate (CDA) Program

Who We Are

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

What You'll Do

The CDA Coordinator is responsible for both long-term program planning and day-to-day functions of the CDA program. The goal of the CDA program is to provide high-quality, accessible, culturally-responsive training for new and experienced child care professionals, in both center- and home-based settings. The CDA program provides coursework, classroom coaching, mentorship, and supports for administrators. The CDA Coordinator supervises one individual directly, and works closely with the Professional Development and other teams. The CDA Coordinator reports to the Program Manager for Professional Education.

Duties and Responsibilities:

- Overseeing course recruitment, enrollment, and retention
- Student records and attendance
- Coaching and mentorship
- Data collection, analysis, and reporting
- Building and maintaining relationships with course instructors, community partners, and the Council for Professional Accreditation
- Supervision of CDA staff

Successful candidates will have

- Bachelor's degree in early childhood education, human development, family studies, or a related field
- Minimum of three years of experience in early care and education
- Knowledge of the Child Development Associate process and credential
- Experience teaching and mentoring adult learners
- Demonstrated respect for early care and education programs and professionals
- Comfort and skill with technology, including database and spreadsheet applications and Microsoft Office Suite
- Project management experience, including the ability to planfully and strategically drive the program toward successful completion of all deliverables
- Ability to work productively and positively with people of various backgrounds and cultures, demonstrating cultural responsiveness
- 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.

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- Experience effectively supervising others with respect, compassion, and confidence

Why You'll Love To Work at Action for Children

- We offer Medical, Dental, and Vision coverage after 30 days of employment
- We promote a balanced work-life company culture. We offer a generous PTO plan including vacation, sick, and personal time. This includes 9 paid holidays (including the week between Christmas and New Year's day) and 4 floating holidays.
- We embrace parenthood with 12 weeks of paid parental leave
- We help you plan for your future by offering a 403(B) with an employer match

How To Apply

Interested individuals should apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101_000001&lang=en_US

While we sincerely appreciate all applications, only those candidates selected for an 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. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

****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. ****