

# Early Care and Education Workforce Coordinator

## Early Childhood Council of Larimer County

**Job Title:** ECE Workforce Coordinator  
**Reports To:** Early Care and Education Director  
**Job Location:** Fort Collins, CO (Remote work options available)  
**Work Schedule:** Full-time; hourly (40 hours/week). May require occasional evening and/or weekend hours.

**\*This position is TERM-LIMITED through June 30, 2023  
with an option to extend depending on grant funding\***

**Salary Range:** \$17.00 - \$22.00/hour

**Exemption Status:** Non-Exempt

**To apply: Please submit a cover letter, resume, and 3 references to [careers@ecclc.org](mailto:careers@ecclc.org), and include job title in subject line. Applications submitted via Indeed will NOT be considered. Deadline to apply is December 10, 2021.**

### Overview of ECCLC:

Early Childhood Council of Larimer County (ECCLC) is an independent nonprofit organization that rallies support, resources, and awareness to ensure every young child in our community has quality early childhood experiences so they thrive from day one.

### Position Summary:

At ECCLC, we are a close-knit team of professionals who value passion, innovation, adaptability and a sense of humor. This position provides coordination of our ECE workforce initiatives including Family Child Care Home licensing navigation, and is a member of the Early Care and Education Team. The Early Care and Education (ECE) Workforce Coordinator is a self-motivated, passionate professional, who will provide support to individuals entering and advancing in the ECE field. Key functions include recruitment and technical support to individuals interested in becoming licensed Family Child Care Home providers, grant outreach and technical support to licensed programs and providers, and support for workforce development programs and initiatives.

This position will be a hybrid role with the option to work in the office or from home, so it is important for this person to be able to manage their own schedule, prioritize multiple projects, and communicate effectively.

### Essential Job Functions:

- Family Child Care Home (FCCH) Outreach & Recruitment-
  - Identify new recruitment opportunities and connect with current and new partners for community outreach

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- Be familiar with requirements of family child care licensing rules and regulations
- Maintain outreach and recruitment campaign for FCCH; work with Communications and Development staff to develop marketing
- Plan and organize provider recruitment events (e.g., venues, speakers, agendas)
- Provide technical assistance to new FCCH providers as they move through the licensing process in their community (including addressing zoning issues, business codes, etc.) and in accessing financial resources to begin their business (i.e. licensing incentives)
- Assist new FCCH with accessing state bonuses and grants for licensing
- Navigation of supports and services for ECE Professionals-
  - Provide information on and connections to existing supports, including financial, professional development, shared services, child care management software, family child care home associations, benefits, and PDIS/QRIS.
  - Provide technical assistance to existing FCCH providers in completing applications for grants and other opportunities
  - Assist in navigation of Larimer Child Care Connect, our local child care referral website, for updating program information and vacancies
  - Assist new and existing FCCH providers to understand, navigate, and hold fiscal agreement with the Colorado Child Care Assistance Program (CCCAP)
  - Help new and existing FCCH providers access important consultative supports, such as the Child and Adult Care Food Program (CACFP), Early Childhood Mental Health Consultants, Coaching, child care health consultation, and infant and toddler specialists
  - Workforce and career pathway support for ECE professionals
- Employee Assistance Program- provide support for ECE providers for enrollment and access to services
  - Maintain records for participation
  - Outreach and marketing
- Become trained as a health insurance navigator to ensure that family child care homes and small child care centers that do not offer health care benefits know how to enroll individuals in the Connect for Health Colorado Exchange
- Connect to large and small employers in our community around ECE workforce issues and family friendly work practices
- Maintain connections to Larimer County Economic Workforce Development Department
- Represent ECCLC at community meetings and events, as needed

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### Education and Work Experience Qualifications:

#### Required:

- Associates degree **or** a minimum of three years of professional experience in program support or coordination.
- Ability to speak, read, and write fluently in Spanish
- Competent technology skills, including Google Suite and Microsoft Office
- Experience with CRM databases, preferably Salesforce
- Ability to provide technical support to clients via phone or email
- Strong interpersonal and communication skills
- Ability to work independently
- Detail orientated with an ability to connect work to the big picture
- Organizational skills
- Reliable transportation and ability to drive to meetings within Larimer County
- Experience or familiarity with the field of early childhood care and education; specifically familiarity with child care licensing rules and regulations
- An affinity for non-profit, community-based work

### Job Benefits:

- Family friendly and flexible work environment; remote work options
- Paid time off (PTO)
- Paid wellness leave (48 hours/year) and paid time for volunteer work (16 hours/year)
- Six paid holidays
- Office is closed the week of Thanksgiving and the week between December 25 and January 1; and one personal (unpaid) flex week off each year
- After 2 months:
  - Health, dental, vision and life insurance
  - Employer retirement contributions
  - Medical and dependent care FSA's

## Early Childhood Council

of LARIMER COUNTY

ECCLC enhances diversity through inclusion of individuals reflective of characteristics including, and not limited to, race, ethnicity, age, culture, different ideas and perspectives, disability, first generation status, familial status, gender identity and expression, geographic background, marital status, national origin, religious and spiritual beliefs, sex, sexual orientation, socioeconomic status, and veteran status. Discrimination based on physical traits that are associated with a person's race or ethnicity, including hair texture, type, style and headwear is prohibited in the State of Colorado by the Crown Act of 2020.