



Job Opening: *Child Care Business Coordinator*

Are you well-versed in the business of Child Care? Do you know how to research the child care market, identify and synthesize best practices, coordinate resources, and motivate child care providers by delivering training and coaching that will help their business succeed? Apply today!

About CocoKids:

Celebrating our 46th anniversary in 2022, CocoKids is a non-profit organization with a mission to champion and advance quality child care and early education. As the only child care resource and referral agency serving all of Contra Costa, we are at the center of the child care delivery system. Through a wide range of free and low cost services and programs, we collaborate with parents, child care providers, businesses and the community to ensure children in Contra Costa County are nurtured, healthy, and achieve their full potential.

Key Responsibilities:

This full-time, non-exempt position reports to the Quality Improvement Manager in the Learning Institute.

The Child Care Business Coordinator is responsible for the research, design and implementation of strong and sustainable business practices for child care programs.

- Focus on supporting child care programs as they re-open their business and/or expand from a small to large license
- Design outreach programs to recruit new family child care and promote center start up
- Lead cohorts of family child care businesses and/or centers with a focus on using the latest successful and sustainable business strategies
- Prepare training materials and cohort curriculum
- Help develop a strong media platform to market child care businesses
- Design and teach various business classes for beginning and advanced family child care practices
- Offer Technical Assistance to programs in obtaining loans, grants, etc.

Required Education, Experience, and Skills:

- BA degree (or equivalent) in Business Administration or Early Childhood Education, preferred.
- Minimum of five years' work experience in business administration
- Work experience/knowledge of Child Care or related field
- Knowledgeable about, and successful experience with, adult learners
- Confident public speaking and presentation skills
- Proficient in MS Office suite



- Experience with social media tools and website support

Compensation, Benefits and Perks:

- Full-time, non-exempt position; starting rate \$30.59 per hour
- Excellent and affordable benefits including 100% paid medical, dental, vision insurance for employee (50% for dependent)
- 100% paid Life insurance and Long Term Disability
- Flexible Spending Account, Health Savings Account available
- Discretionary Contribution to 403b of 6% after 2 years of employment
- Education reimbursement \$1000/year
- Vision reimbursement \$400 every two years
- 15 Paid Holidays per year, personal Birthday Holiday, generous PTO plan

How to apply:

See a full Job Description at www.cocokids.org.

Email resume and cover letter to hr@cocokids.org.

CocoKids is an equal opportunity employer and welcomes a diverse pool of candidates who wish to join our inclusive, family-oriented culture.

Covid-19 safety policies and procedures in place, including Vaccine Policy.