



## **Job Opening: *Child Care Workforce Development Coordinator***

Are you well-versed in the business of Child Care? Do you have a passion for training and development? Are you a wiz at coordinating and disseminating information to large groups? We need you! 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 Workforce Development Coordinator is responsible for the development and implementation of training for various grants administered through CocoKids while working in partnership with the community to elevate the child care workforce.

- Collaborate with community agencies to develop a robust annual training calendar for family child care providers, center staff and family, friend and neighbor (FFN) caregivers
- Provide and coordinate logistical support for virtual and face to face trainings
- Create and/or acquire training procedure manuals, guides, and course materials, develop and teach workshops
- Present training and development programs using various forms and formats including group discussion, lecture, simulations, and videos
- Research and implement innovative training strategies
- Ensure training opportunities contribute to the growth of the local workforce and child care slots, track and report on statistics, apply feedback & analysis to improve
- Maintain & develop monthly E-newsletter (training links, description of training, additional resources, highlight of departments and services, etc.)
- Maintain knowledge of the latest trends in training and development



### **Required Education, Experience, and Skills:**

- BA degree or valid CA Child Development Permit at the Master Teacher level, required
- Minimum of three years' work experience in child care or related field required
- Experience training large groups in a variety of settings
- Excellent Public speaking and oral presentation skills
- Knowledgeable about, and successful experience with, adult learners
- Proficient in MS Office suite, social media, applications for virtual meetings

### **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](http://www.cocokids.org).

Email resume and cover letter to [hr@cocokids.org](mailto: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.*