



Job Opening: *Resource & Referral (R&R) Manager*

Are you passionate about the delivery of high quality child care referrals and parenting resources to families - as well as technical assistance and training to the professional child care community? Do you know how to motivate a team to share your passion and deliver the highest quality services...with heartfelt care? Then 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, exempt position reports to the Director of R&R and The Learning Institute.

The R&R Manager is responsible for the quality of the delivery of child care referrals and parenting resources to families, as well as technical assistance and training to the professional child care community. This position also manages and oversees the Emergency Child Care Bridge Program for Foster Children, to include the Enhanced Referral, Voucher and Provider Coaching processes.

- Manage the process of assessing potential clients for services in coordination with Child Care Fund (CCF) programs, Central Eligibility List (CEL) and other CocoKids programs/services, as applicable.
- Ensure staff provide quality assistance to parents in evaluating their child care needs and provide accurate referrals to child care resources that meet parent's stated requirements, as well as developing and delivering parent education workshops.
- Oversee/promote the development of both the supply and quality of child care available in the community.
- Coordinate planning of unique events, out-postings, community activities, and provider trainings/workshops with all agency departments, as applicable.
- Network with the community and other nonprofit and government agencies.
- Actively support and engage in Public Policy efforts for Child Care Providers and Families.



Required Education, Experience, and Skills:

- BA degree (or equivalent) in Early Childhood Education (or related), preferred.
- Minimum of five years' work experience in a related field
- Confident public speaking and presentation skills
- Proficient in MS Office suite
- Demonstrated ability to supervise staff and accomplish team goals

Compensation, Benefits and Perks:

- Full-time, Exempt position
- 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 starting at 16 days/year
- Hybrid office/remote work locations

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.