

Position: Regional Community Consultant

Reports to: Quality Initiatives Program Manager

Purpose of Position: Working in collaboration with organizational leadership, this position is responsible for all aspects of learning communities, including service delivery standards and policies. This position also has a high focus on the foundational components of CCR&R services – professional development, coaching/technical assistance, consumer education, and child care referrals.

Status: Non-exempt

Salary Range: \$40,000 to \$50,000

Duties and Responsibilities

Program Administration:

Plans, develops, implements, and monitors services to ensure a comprehensive and integrated technical assistance support service approach that incorporates shared services, best practice standards in child care, meets child care licensing regulations and aligns with the statewide Kansas Department for Children and Families Child Care Quality and Improvement Support System.

- Develops and facilitates learning communities that assist participants in joining and participating in peer-to-peer support.
- Creates a plan for growing or expanding these learning communities by region/locality to meet the needs of all providers in those areas. This could include supports and/or meetings within the Learning Community to help providers meet a specific need (example: progress through the QRIS, child care management software technical assistance, community resources).
- Ensures Learning Community participants have fair and equitable access to culturally responsive support within peer-to-peer learning communities.
- Collaborates with state and community partners and Child Care Resource & Referral agencies to enhance services and ensure effective program delivery.

Data and Evaluation:

- Works in partnership with the CCQIS team to determine program goals and subsequent evaluation tools to measure and track program performance and outcomes.
- Analyzes data on a consistent basis to determine successes and areas for improvement; creates related program improvement plans and ensures successful execution of the CCQIS.

- Oversees the collection and tracking of program information and progress through the organization's database (WorkLife Systems); maintains accurate records and submits reports according to the grant/contract reporting requirements (typically monthly and quarterly).

Community/Network Outreach:

- Represents the organization at a variety of meetings, workgroups, coalitions, and committees to advance programs and support early childhood system building, demonstrating a focus on collaboration for the public good.
- Assists in the creation of promotional and communication materials to increase awareness of the programs and the organization.
- Develops and maintains partnerships with other early childhood service organizations, with a priority placed on diverse partnerships and shared purpose.
- Ensures partners receive requested information and excellent customer service from all levels of the organization.

Participates in a variety of professional development events in order to stay current with early childhood research, trends and best practice.

- Completes annual professional development to keep current with best practice and research in the field of early childhood development.
- Attend various reoccurring Child Care Aware of Kansas team meetings.
- Participates in Child Care Aware of Kansas meetings/conferences.
- Maintain a current CLASS observer certification in all age groups – to be determined by project need.

Complete required Child Care Aware of Kansas employee reports and duties in accordance with agency policies, including:

- Complete required Child Care Aware of Kansas employee reports and duties in accordance with organizational policies, including but not limited to:
 - Monthly credit card report, timesheet, car maintenance report, and employee expense report, etc.

Education:

- Minimum of an associate degree with five (5) years' experience in Early Childhood for a related field or a bachelor's degree with two (2) years' experience in Early Childhood or a related field.

Experience:

- Proficient using Word, Excel, Power Point, Access and other Microsoft Office based software.
- Familiarity with Survey Monkey, Zoom and other internet communication technology.
- Experience in nonprofit environment preferred.
- Experience providing and facilitating group meetings and activities.
- Experience conducting professional development events for child care providers and the community.
- Ability to work independently as a self-starter.

Special Knowledge and Skills:

- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Strong organization and time management skills, with ability to work independently and collaboratively.
- Effective listening and problem-solving skills.
- Excellent oral and written communication skills (in person and in virtual interactions).
- Ability to complete tasks in a timely manner and to multi-task.
- A passion for increasing the quality of child care for children and their families.
- Ability to adapt to changing situations and priorities.

Miscellaneous Requirements:

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including some weekend, evening, and overnight travel.
- Valid Kansas driver's license.
- Successfully pass comprehensive background checks.

EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

Disclaimer

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.