

Position: DCF Team Lead

Reports to: Senior Program Manager

Purpose of Position: The DCF Team Lead provides program leadership to the Child Care Consumer Education Resource and Referral team. The DCF Team Lead will collaborate with staff to connect families, the child care community, and businesses to quality child care services and resources.

Status: Non-Exempt

Salary Range: \$45,000 to 53,000

Assists with the delivery and development of strategies to support transparent and accurate communication and program implementation needs:

- Participates in planning of Child Care Consumer Education Resource and Referral processes, procedures, and protocols.
 - Develops guiding documents and supports internal coordination/collaboration among the Child Care Aware of Kansas team.
 - Shares out regularly at internal Child Care Aware of Kansas meetings, including All Staff Meetings.
- Completes the monthly and quarterly DCF reports to ensure accurate, timely and relevant data is shared among the Child Care Aware of Kansas team and with funders.
- Assist with development and organizational of organize outreach materials

Demonstrates team leadership skills by carrying out the following tasks on a regular basis, such as:

- Assists in development of team meeting agendas.
- Provides onboarding activities for new team members; may assist in onboarding of other Child Care Aware of Kansas new hires as needed.

Conducts the work necessary to carry out goals and outcomes including, but not limited to:

- Work collaborative with program leadership and communities to cultivate and establish relationships.
- Assist the community outreach and engagement team with support as needed.
- Provide structured consultation to answer questions concerning quality early childhood system such as:
 - Direct families to the CCAKS Referral and Resource Center and consumer education material.
 - Connecting child care programs to consumer education resources will encourage quality improvement and assist families in meeting their needs.
 - Supporting and building relationships with early childhood and child care champions in local communities while honor the unique needs and strengths of each community, while meeting the community precisely where they are in their efforts towards building a stronger early childhood and child care system.

Monitor and provide support to the CCR&R staff including, but limited to:

- Collaborate with CCR&R partners in a parallel process to support and co-design their community engagement efforts.
- Assist in reviewing resources to support efforts in community outreach and engagement.
- Share research and reports with CCR&Rs and identify ways that they can share in their communities.

Participates in a variety of meetings to ensure communication and task are completed and:

- Participate in staff meetings
- Participate in a variety of meetings, workgroups, coalitions and committees to advance programs and support early childhood system building.

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

- Monthly Credit card report, employee expenses report, ADP timesheets, vehicle use report, etc.
- Quarterly Child Care Aware of Kansas Board report.

Miscellaneous duties include:

- Create, facilitate and conduct presentations to a variety of individuals necessary to promote and inform others about the work of Child Care Aware of Kansas & the CCR&Rs.
- Research new opportunities, organize and deliver presentation events/webinars
- Provide new staff training as necessary
- Purchase materials and supplies for grants.

Participate in (as determined by annual budget) annual professional development to keep current with trends, best practice and research in the field of early childhood

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware of Kansas

Education:

- Preferred Bachelor's Degree in early childhood/Child Development (or a related human services field) or Associates in similar study

Experience:

- Experience in nonprofit environment preferred

Special Knowledge and Skills:

- Proficient using Microsoft Word, Excel, and PowerPoint
- Work well with the public and with a diverse client population
- Ability to edit documents for content, clarity and consistency
- Ability to work independently in a fast-paced environment
- Ability to complete projects in a timely manner and to multi-task

Miscellaneous Requirements:

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner
- Willingness to work flexible hours, including overnight travel
- Valid Kansas driver's license

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.