



Employment opportunity: **Early Care & Education Specialist**

The Early Care & Education Specialist will provide information and resources through programming, onsite technical assistance (coaching), and professional development events to child care programs. In addition, the Early Care & Education Specialist will work within communities in central and western Kansas providing information about quality child care and representing early childhood and young children.

Office hours are Monday-Friday, 8:00am-5:00pm. However, this position will require regular travel and hours worked will be very flexible. A vehicle for travel related duties is available. The successful candidate must have a valid Kansas driver's license.

Educational requirements include a Bachelor's Degree in Early Childhood, Child Development, Human Services or related field preferred. A minimum of an Associate's Degree with 2 years work related experience in early childhood is required.

Proficiency with Word, Excel, PowerPoint, providing/facilitating group activities and professional development events are all a plus.

This is full-time position with benefits including: employee paid health, dental insurance, Cafeteria Plan, Simple IRA, vacation/sick leave, and more. Ability to occasionally travel overnight and some evening/weekend hours are required to fulfill work responsibilities. Location preferred: Salina or Hays

Child Care Aware® of Kansas is a non-profit organization that serves as administrator to the statewide child care resource and referral (CCR&R) network in Kansas. The organization serves all 105 counties by:

- ensuring that **families** have access to affordable, high-quality child care across the state - through child care referrals and consumer education;
 - supporting four regional CCR&Rs who work locally to support **child care providers**, programs and early learning staff - through statewide quality initiatives and professional development events;
 - and being actively involved in both state and national advocacy efforts that work for positive changes that impact Kansas **communities**.
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To apply send cover letter with salary requirements, resume and references to:

Child Care Aware® of Kansas

Human Resources

1508 East Iron

Salina, KS 67401

Or: angie@ks.childcareaware.org

Or: Fax to - 785-823-3385

For more information, please visit our website: www.ks.childcareaware.org