



Project Coordinator, Neighborhood-focused

Action for Children (AFC), central Ohio's Child Care Resource and Referral agency, has an immediate need for an individual to coordinate one of the organization's neighborhood-focused initiatives. The individual in this position has responsibility for overseeing the processes and details involved in the day-to-day work of the project team as it focuses on the needs of the specific neighborhood. The work of this project is to increase the quality of early learning experiences for children through increasing staff qualifications, providing Step Up to Quality technical assistance, and using business metrics to inform fiscal and programmatic decisions. Both child care centers and home providers are included in this work.

RESPONSIBILITIES – Specific responsibilities include but are not limited to:

- Provide direction and guidance to staff working within the project, communicating project goals and desired outcomes
- Drive the completion of project deliverables while ensuring team members work together to channel their efforts toward the ultimate goal
- Anticipate obstacles to accomplishing the work and identify ways to eliminate or work around the obstacles
- Promote a productive problem-solving process within the project team
- Take the lead on communication regarding the project with the team and with others in the organization who need to understand status
- Conduct regular project update meetings to ensure that
- Provide service delivery as needed including participating in outreach events and facilitating or teaching courses/workshops

MINIMUM REQUIREMENTS – Successful candidates will have:

- Bachelor's Degree in Early Childhood Education, Human Development or other relevant discipline
- Minimum of three years' experience in early learning and development and/or school age settings as a practitioner within early learning & development and/or school age programs
- Previous experience in classroom setting working with infants, toddlers, preschoolers and/or school age children
- Working knowledge of the Child Development Associate credentialing process, Ohio's SUTQ rating system, the Ohio Child Care Licensing Quality System (OCLQS) and Ohio's Professional Registry
- Knowledge of/experience with commonly accepted business practices within the child care profession
- At least 2 years of experience working with adult learners and specific content expertise to the content area of training
- Ohio's K-12 Standards, Ohio's Early Learning Development Standards, and Ohio's Early Childhood Core Knowledge and Competencies
- Ability to work and communicate with people from various cultural backgrounds and socio-economic levels
- Sensitivity to the needs, abilities, beliefs, and attitudes of individuals within and outside the agency, including but not limited to customers and co-workers
- Proficiency with technology and experience with Microsoft Office Suite
- Prior experience with early literacy a plus
- Bilingual ability/Commitment to dual language learning (English and Spanish) a plus

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or jobs@actionforchildren.org. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.