

Action for Children



Coordinator- Business Partnerships

Who We Are

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

What You'll Do

The Program Coordinator will support the Program Manager in the day-to-day operations of the Ohio Child Care Business Partnership in Franklin and Licking Counties. This role is responsible for coordinating activities, managing communications and ensuring the smooth implementation of program initiatives.

Key Responsibilities:

- **Coordination and Implementation**
 - Assist in identifying and engaging child care programs and businesses
 - Schedule and facilitate meetings and info sessions
 - Maintain detailed records of all partnership activities and communications
 - Support the development and dissemination of program materials
- **Administrative Support**
 - Handle logistical arrangement for program activities and events
 - Assist in the preparation of reports, presentations, and other documentation
 - Manage data collection and entry for monitoring and evaluation purposes
- **Communication and Outreach**
 - Serve as the primary point of contact for program participants, providing timely and accurate information
 - Assist in the development and distribution of newsletters, updates, and other communication materials
 - Support outreach efforts to promote the program and recruit new partners
- **Support Enhancement**
 - Collaborate with child care programs and business to identify needs and provide necessary support
 - Assist in implementing targeted initiatives to enhance child care programs
- **Evaluation and Reporting**
 - Collect and organize data for program evaluation
 - Assist in preparation of progress reports and impact assessments

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Successful candidates will have

- Bachelor's degree in Early Childhood Education, Business Administration, Non-Profit Management, Policy, or a related field; relevant work experience may be considered in lieu of a degree
- Respect and care for early childhood educators, child care programs, and the children and families they serve
- Experience in program coordination or administration contract and/or grants management support.
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Demonstrated proficiency with technology including MS Office, PowerPoint, copiers, etc.; familiarity with data management software a plus
- Respect and care for people of all cultural, racial, gender, religious, linguistic, and socio-economic backgrounds

Desired but not Required

- Knowledge of and/or experience with early childhood education, child care systems, and workforce/business development
- Knowledge of/experience with Step Up to Quality
- Knowledge of community resources and supports for families and childcare providers
- Ability to speak of Spanish, Somali, Arabic, Nepali or other language in addition to English; signing bonus available for fluent speakers

Why You'll Love To Work at Action for Children

- We offer Medical, Dental, and Vision coverage after 30 days of employment
- We promote a balanced work-life company culture. We offer a generous PTO plan including vacation, sick, and personal time. This includes 9 paid holidays and 4 floating holidays.
- We embrace parenthood with 12 weeks of paid parental leave
- We help you plan for your future by offering a 403(B) with an employer match

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How To Apply

Interested individuals should apply online at:

[Recruitment \(adp.com\)](#)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. **