

## Action for Children



### **Human Resources and Compliance Coach The BOSS (Business and Organizational Support Services)**

#### **Who We Are:**

Action for Children is the local childcare 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:**

Action for Children (AFC) is seeking an individual to join its Child Care and Education Initiatives team as a member of our newly established business support program for child care centers and family child care homes. The Business & Organizational Support Services (The BOSS) will help childcare providers manage their finances, hire and retain qualified staff, increase their enrollment, and otherwise help programs to increase their financial viability and quality, and better serve children and families.

The successful candidate will help build a young program and conduct the day-to-day activities of The BOSS. Tasks are likely to include one-on-one and group coaching with child care center administrators and family child care (FCC) owners on a variety of business tasks with a focus on human resources and compliance. Coaches will also build connections in the early childhood community to recruit and support peer coaches. Coaches will potentially lead business and leadership training (in-person and virtually) and develop new offerings in line with program objectives. BOSS Coaches will report to The BOSS Coordinator.

**This position requires occasional evening and weekend hours.**

#### **Successful candidates will have:**

- Associate's degree or higher in human resources, business administration, or a related field
- Strong familiarity with childcare programs
- Demonstrated skill in human resources and compliance
- Demonstrated respect for early care and education, including both center-based providers and family childcare
- Experience teaching, coaching, or mentoring adults
- Comfort and skill with technology, including database and spreadsheet applications and Microsoft Office Suite
- Ability to work with people of various backgrounds and cultures, and demonstrate cultural responsiveness
- Excellent communication skills – written, verbal and formal presentation

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- Understanding of how race, gender, culture, and class intersect to shape conditions for early childhood educators, childcare programs, and the children and families they serve
- A desire to contribute to a workplace and profession which values collaboration, diversity, growth, inclusion, equity, belonging, and respect for all people

### **Desired but not Required:**

- Familiarity with Ohio's child care systems and processes (e.g., Step Up to Quality, OCLQS, professional development, etc.)
- 3 years' experience in human resources/compliance with an emphasis on small business experience
- Efficiency in one or more of the following areas (not all are expected): Small business management, Technology, Budget and Finance, Marketing, Small business law/compliance, or other areas of business expertise
- Knowledge of local and community resources
- The ability to speak Spanish, Somali, Arabic, Nepali, or other languages – Signing bonus available to 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

### **How To Apply**

Interested individuals should apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101_000001&lang=en_US)

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**

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Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. \*\*