**Job Title:** Community Child Care Coordinator

**Status:** Full Time (40 hours), Exempt  
**Immediate Supervisor:** Director of Financial Stability  
**Education:** 4-year college degree, or equivalent experience

**Job Related Experience:** Minimum 2 years’ experience in early childhood field

**Work Week:** Flexible Hours and Hybrid Office Schedule

**Physical Requirements:** Ability to lift up to 25 lbs

**JOB SUMMARY**  
The Community Child Care Coordinator provides leadership in implementing the vision and mission of United Way of Central Minnesota. They plan, organize, and develop strategic methods to meet the child care needs of the community.

**KEY AREAS OF RESPONSIBILITY**

**Leadership:**

* Lead, facilitate and coordinate Community Child Care Fund Advisory Committee, as well as subcommittees
* Develop targeted engagement strategies with area employers to identify and implement child care strategies
* Align resources and services to provide technical assistance for the start-up of new child care programs
* Initiate and lead conversations with community stakeholders and volunteers
* Provide direction and decision-making on day-to-day budget implementation

# Licensing

* Understand and communicate the licensing process for family child care and child care center programs
* Knowledge about licensing regulations and be able to educate community members about the link between quality child care, economic development, and viable communities

**Enhance and Grow Community Programs and Partnerships**

* Work with strategic goal areas to build relationships, align community resources, and reduce organizational barriers
* Support, develop and grow organization programs, networks and collaborations
* Attend partner meetings and provide leadership on behalf of the United Way

**Volunteer Management/Coordination:**

* Lead, train and develop community volunteers to advance initiatives through program allocations, partnerships, collaborations and other means as developed.
* Expand existing and develop additional community partnerships to address child care challenges in our region.

**General:**

* Maintains work flow and organization, prioritizing tasks to best meet the overall needs of the organization.
* Comply with all policies & procedures, participates in company meetings, events, and training, and represents the organization in a professional manner.
* Perform other duties as required, assists co-workers as time permits, and perform duties as related to care of the facility, maintaining a clean and safe work environment for all.
* Effective communication skills and ability to convey thoughts, ideas, and information to individuals or groups verbally and/or in writing

**If you have further questions, please contact Alexis Lutgen, Director of Financial Stability at 320-229-3515. This position will remain open until filled.**

**To Apply:**

Please submit cover letter, resume, UWCM website application, one letter of recommendation, and one recent writing sample to: Alexis Lutgen, Director of Financial Stability [alutgen@unitedwayhelps.org](mailto:alutgen@unitedwayhelps.org)