

**Job Title:** Childcare Resource Specialist

**Location:** Estes Park, Colorado

**Reports to:** Program Director

**Job Type:** Part-time or full time

**Compensation:** \$22-25/hr Paid holidays and accrued paid time off

**Job Description:**

The Childcare Resource Specialist will be crucial in providing support to families and children within our organization. We are looking for someone with experience in entering and analyzing data. A background in early childhood education or a related field would be beneficial. We also consider candidates with diverse backgrounds. The role demands a compassionate individual skilled in building relationships, advocating for families, and navigating assistance programs.

**Key Responsibilities:**

1. Receive and process tuition assistance applications from families, ensuring accuracy and compliance with program guidelines.
2. Build and maintain relationships with child care providers, families, community organizations and stakeholders to support the needs of children and families.
3. Keep track of child care openings and assist families in connecting with suitable child care options.
4. Work with Family Advocates to support each family's access to needed resources both within EVICS-FRC and in the community.
5. Collaborate with staff to support program development and implementation, providing input on family needs and concerns.
6. Actively participate in policy-making discussions and initiatives to advocate for policies that benefit families and children in the Estes Valley.
7. Visit child care providers to offer support and assistance in accessing resources, ensuring they have the necessary support and education to deliver quality care to families.
8. Create reports regarding funding received for programs, detailing program activities, outcomes, and financial expenditures.
9. Utilize strong public speaking skills to support presentations, outreach efforts, and advocacy initiatives, effectively communicating the mission and impact of the organization.
10. Present reports as required or as needed to stakeholders, funders, and community members, providing insights into program effectiveness and outcomes.
11. Participate in professional development and training
12. Perform other tasks as assigned or as needed to support the overall goals and objectives of the organization.

**Qualifications:**

- Strong computer skills and eagerness / ability to learn new systems including data analysis
- Excellent communication and interpersonal skills, with the ability to build rapport and trust with families, providers and stakeholders.
- Demonstrated ability to advocate for families and navigate complex systems.
- Knowledge of child care resources, assistance programs, and policies preferred.
- Experience working with diverse populations and understanding of cultural competency.
- Ability to work effectively both independently and collaboratively within a team, while demonstrating initiative and seeking guidance when needed.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office and other relevant software applications.
- Bilingual speaking and writing is a strong advantage.

**Application Instructions:**

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to [rut@evics.org](mailto:rut@evics.org). Please include "Childcare Resource Specialist Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

EVICS Family Resource Center is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.