

Regional Manager – Child Care Resource & Referral



Our **Western Regional Manager** is responsible for the management, coordination and execution of all child care resource and referral (CCR&R) services conducted in and on behalf of the Western region (see below), to include child care consumer education and outreach, provider training, professional development, support and outreach, and Child Care Subsidy Program support (recruitment, outreach, technical assistance). This position manages all work conducted in the Western region, and conducts necessary provider technical assistance, training and community outreach services. Our candidate will work from a home office setting and therefore must be a highly-organized self-starter who is able to work independently while managing multiple overlapping project timelines. Extensive travel within the full service delivery region is required. Occasional travel to the Richmond, VA admin office and full staff events is also required. Adult education/training skills, knowledge and experience in child care/child development/ECE field are necessary. **This position is slated to begin on/around July 5, 2022.**

The Western region is comprised of the following counties/cities: Bland, Bristol, Buchanan, Carroll, Dickenson, Floyd, Galax, Giles, Grayson, Lee, Montgomery, Norton, Patrick, Pulaski, Radford, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.

Required Qualifications: Minimum of bachelor's degree in early childhood, child development or human services-related field with additional 5 years of experience in the child care/early childhood field, experience with adult education/training and/or program management. Supervisory / management skills. Excellent verbal and written communication skills. Highly -proficient computer skills in all standard software programs (ie: Microsoft Office Suite) as well as web-based research, data entry, database management and email. Excellent organizational and time management skills sufficient to independently establish priorities, coordinate and complete competing assignments within established timeframes. Excellent customer service skills. Must be able and willing to travel regularly within region and occasionally statewide to fulfill job requirements. Ability to respond effectively to sensitive inquiries or issues. Ability to work independently and as part of a team. Possess a valid driver's license and be willing to use personal vehicle to travel regularly for work. Pass a criminal history and CPS background check.

Salary: Commensurate with experience – send salary expectations

Benefits: Full-time benefits including healthcare package, liberal annual/personal leave and holidays, life insurance, S/LT disability insurance, 403b retirement plan after 1 year of service

How to apply: Send letter of interest, salary expectations, and current résumé to kimberly@vachildcare.com

CCAoVA is an Equal Opportunity Employer. We extend equal opportunity to all individuals without regard to race, religion, color, sex, sexual identity or orientation, national origin, age, disability, handicap(s), marital or familial status, military or veteran status.

Website: <http://vachildcare.com>