

Regional Manager – Child Care Resource & Referral



Our **Eastern Regional Manager** is responsible for the management, coordination and execution of all child care resource and referral (CCR&R) services conducted in our Eastern regional service delivery area (see below), to include child care consumer education and outreach, provider training, professional development and outreach, and Child Care Subsidy Program support (recruitment, outreach, technical assistance). This position supervises all work conducted in the Eastern 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. Adult education/training skills and knowledge/experience in child care/child development/ECE field are necessary.

The Eastern region is comprised of the following counties/cities: Accomack, Brunswick, Chesapeake, Dinwiddie, Emporia, Franklin City, Gloucester, Greensville, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Northampton, Poquoson, Portsmouth, Prince George, Southampton, Suffolk, Surry, Sussex, Virginia Beach, Williamsburg, York **service area subject to change/split upon contractual changes – it is possible that more than one staff will be hired to serve this region.*

Required Qualifications: Prefer bachelor's degree in early childhood, child development or human services-related field with 5 years of experience in the child care/early childhood field and/or equivalent education/experience. Experience with adult education/training and/or program management. Supervisory/management skills a plus. Excellent verbal and written communication skills. Proficient computer skills in all standard software programs (i.e.: Microsoft Office Suite) as well as web-based research, data entry, database management, and email. Excellent organizational and time management skills sufficient to independently prioritize, 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 and issues with professionalism, respect and knowledge of inclusive best practices. 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 criminal history and child abuse registry checks.

Salary: Commensurate with education/experience – range \$50,000-55,000

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

How to apply: Send letter of interest 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>