

# Family Services Coordinator



- **Richmond-area flexible work (95%) from home position**
- **Support and advocate for child safety, quality child care & elevating the child care workforce**
- **Small agency with statewide footprint, strong team-driven culture**
- **Professional growth opportunities, work is always changing & evolving**

## **Job Description:**

Child Care Aware of Virginia (CCAoVA) seeks a responsible, forward-thinking, independent team supervisor to join our central office administrative team to develop, administer and support Family and Consumer-focused services within our statewide network of child care resource and referral (CCR&R) professionals. Our services are tailored to support Virginia families, elevate the child care workforce, and champion policies that improve child care accessibility and safety. The Family Services Coordinator leads the Family Services team in the provision of child care referral services, consumer outreach and education services and resources for families / community partners / the public about quality child care, child safety and child health and development. This is a supervisory-level position; experience in a supervisory / management role, as well as experience in the CCR&R/child care/early childhood education field, is necessary to the success of the position. Experience with adult learning/training principles, advocacy and public speaking is a plus.

## **Key Responsibilities:**

This position will support the administration of network-wide consumer education and outreach services to ensure quality and consistency across the statewide network and support centralized child care referral services conducted by the CCAoVA administrative hub, to include assistance with grant projects, advocacy efforts, forging partner connections, public outreach and awareness activities and events, and consumer-related training and education activities. The Coordinator supervises Family Services Team staff and works in collaboration with the Coordinator Team and Director of Community Impact to develop, manage, monitor and advance network-wide CCR&R services.

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## **Required Qualifications:**

Bachelor's degree required, Master's degree preferred; combination of applicable education and experience will be considered. Our chosen candidate will have at least 5 years professional experience in child development, child care/development/education, social/family services or related field, with preferable experience in child care resource & referral, as well as supervisory / management experience. They must be highly-skilled in the use of technology, including design software, social media platforms, databases, spreadsheets and data management (i.e. MS365/Teams, Adobe Pro, Canva, Constant Contact, Survey Monkey, MS Office/Excel, Facebook/Instagram, online learning platforms). They will be independently able to structure their work time wisely without constant direction, and direct the work of others. They must have the initiative to actively seek opportunities to improve team processes, advance agency projects, goals and meet organizational needs. Candidate must be able to work remotely from a home-based office, but also willing to attend and assist with necessary meetings, trainings and events on behalf of the agency (the CCAoVA office is located in Midlothian, VA). In support of the statewide network and national Child Care Aware of America membership, occasional statewide or out-of-state travel may also be necessary.

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## **Salary:**

Commensurate with experience

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## **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)

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## **How to Apply:**

Email resume and letter of interest highlighting relevant qualifications and experience to **[kimberly@vachildcare.com](mailto:kimberly@vachildcare.com)**