



Job Description

Build Up Technical Assistance Coordinator

Objective:

To provide technical assistance to child care and preschool program operators seeking to expand or open new programs in San Mateo County, under the umbrella of the Build Up initiative – a new initiative designed to grow and improve the supply of child care and preschool facilities in San Mateo County.

Essential Functions:

1. Help child care and preschool program operators navigate the permitting and planning processes to operate child care or preschool in cities and unincorporated areas of San Mateo County.
2. Provide technical assistance to child care programs to help them create capital improvement plans and access financing.
3. Build a database and relationships between child care operators and land owners to connect the supply of facilities with potential child care programs.
4. Provide technical assistance to developers, employers, school districts, and faith-based organizations to make it easy for them to include child care.
5. Help identify solutions to design challenges to re-use land or buildings for child care.
6. Work in collaboration with Build Up consultants and the Build Up Planning Committee.
7. Communicate the need for child care facilities effectively to different audiences.
8. Perform related duties as required.

Required Qualifications/Experience:

- Ability to effectively represent Build Up and 4Cs.
- Ability to work with individuals and groups with diverse interests and needs including partner organizations in the public and private sector.
- Willingness to travel throughout the county and work some evening and weekend hours to attend public hearings, city council meetings, etc.
- Ability to serve as a resource for program operators, developers, businesses and others on aspects of child care and early education facilities.
- Work collaboratively with city/county departments, local businesses and others in the development of child care services and early education solutions.
- Communicate clearly and concisely orally and in writing.
- Establish effective working relations with others including using discretion and good judgment in difficult and sensitive situations.
- An understanding of community demographics/needs for child care and early education.
- Familiarity with child care and early education resources within the community and local, state and federal sources of funding for child care and early education services.
- Familiarity with California child care licensing.



Desired Knowledge of:

- Child care facilities planning and design.
- Principles and practices of early childhood development and education.
- City/county department operations as they relate to child care and early education programs or facility planning and implementation.
- Applicable federal, state, and local laws, codes and regulations.
- Planning and building codes as they relate to child care or community facilities.
- Site evaluation and development of licensed child care, youth or other community facilities.
- Training and/or experience in real estate development, urban planning, design, construction or related disciplines.

To apply: Send resume and cover letter to dfleishman@sanmateo4cs.org