



## Child Care Coordinating Council, Inc of San Mateo County

### JOB DESCRIPTION

Title: Early Childhood Education Support Coordinator-CCIP (TEMPORARY)  
Reports to: Program Manager  
Department: Community Programs  
Classification: Temporary Part-Time, Non-Exempt  
Hours: 25-30 hrs/week; Mon-Fri 8:30am-5pm; with evening and weekend shifts, as needed

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Child Care Coordinating Council (4Cs) of San Mateo County is currently seeking a **(Temporary) Early Childhood Education Support Coordinator** to support providers with eligibility and qualification requirements for the Child Care Initiative Project (CCIP) ARPA grant. The goal of this program is to help stabilize and sustain the availability of child care slots in San Mateo County. *This position is a temporary, part-time assignment—May 2022-June 2023.*

**Position Summary:** Under the direction of the Program Manager, the Early Childhood Education Support Coordinator will conduct outreach to low-income family child care providers operating their family child care business in San Mateo County experiencing hardship due to COVID-19. This position will provide information to providers and the community, screen applicants for eligibility for a grant relief program, and provide ongoing technical assistance throughout the application process to ensure all program requirements are met.

This position is a good fit for a person who works well independently, is proactive, process-driven, detail-oriented and takes pride in their highly effective communication.

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#### PRIMARY DUTIES:

##### **Provider Services:**

- Conduct timely and targeted outreach to family child care providers and assist with application for CCIP ARPA grant.
- Conduct needs assessments of provider income/expenses in accordance with grant eligibility requirements and levels of priority.
- Provide technical assistance and ongoing support to family child care providers.
- Work closely with the Early Childhood Education Coordinator-CCIP and the program manager to ensure timely follow up with new and existing applicants.
- Provide weekly progress reports on applicants and potential disbursements.
- Ongoing provider engagement via phone/email, 1:1 meetings via Zoom to aid in timely completion of applications.
- Monitor applications, maintain accurate records, and verify and collect the required documentation.

##### **Information management and data integrity:**

- Maintain thorough and accurate data in both written form and via electronic data entry to fully document applications and disbursements.
- Monitor and track activities related to applications/disbursements.
- Other miscellaneous duties as assigned.

##### **Relationships:**

- Maintain professional and open communication with management and other 4Cs staff.



### **Child Care Coordinating Council, Inc of San Mateo County**

- Share information, collaborate, and coordinate activities with 4Cs staff and California Child Care Resource & Referral Network.
- Maintain confidentiality related to 4Cs services and internal operations.

#### **MINIMUM QUALIFICATIONS:**

- AA degree or equivalent in Human, Social Services, Business Administration, or other field that specifically relates to the position.
- Bilingual Spanish/English written, and oral skills preferred.
- 2-3 years' experience in social service eligibility, program application processing or related customer service field.
- Must be available to work a flexible schedule, which may include day/evening hours in-office or remote Monday through Friday, and some weekends and holidays.
- Effective oral and written communication skills.
- High level of proficiency with MS programs such as Word, Excel, Outlook, and Publisher.
- Excellent problem-solving, analytical, organizational skills, and attention to detail.
- Ability to manage workload, meet deadlines, and prioritize multiple tasks independently.
- Demonstrated ability to work with a diverse population.

**Salary and benefits:** This is a temporary, part-time, non-exempt position and is not eligible for benefits.

Pay rate is \$25.00 per hour (approx. 25-30hrs/week); non-negotiable.

Please note that only candidates who are being actively considered will be contacted. This position will be open until filled.

**To Apply:** Send resume and a cover letter to [greyes@sanmato4cs.org](mailto:greyes@sanmato4cs.org)