



Child Care Coordinating Council, Inc of San Mateo County

JOB DESCRIPTION

Title: Workforce Development Specialist—Bilingual (English/Cantonese or Mandarin)
Reports to: Program Manager
Department: Community Programs
Classification: Non-Exempt
Hours: 40 hrs/week; Mon-Fri 8:30am-5pm; with some evening and weekend shifts, as needed

Position Summary: The Workforce Development Specialist will play a pivotal role in advancing the mission of the Child Care Coordinating Council (4Cs) of San Mateo County by expanding the pipeline of licensed family child care homes (FCCs). This position will lead countywide outreach efforts to engage prospective providers and early childhood educators, guiding them toward pathways for establishing successful and sustainable FCC businesses. With a strong commitment to cultural responsiveness, the Specialist will design and implement strategies that honor the diverse backgrounds and unique needs of providers and the families they serve. Additionally, the Specialist will foster interagency collaborations to support both prospective and existing child care providers, ensuring they can access the resources and systems needed to thrive in their roles.

PRIMARY DUTIES:

Outreach & Engagement:

- Develop and implement targeted outreach strategies to identify and engage individuals interested in becoming licensed family child care providers, with a focus on underserved areas across San Mateo County.
- Conduct outreach efforts in diverse communities, including participation in resource fairs, public events, and presentations to raise awareness of FCC licensure pathways.
- Build relationships with community organizations, schools, libraries, and other agencies to promote family child care as a viable career path.
- Create, update, and distribute materials designed to inform potential providers about the steps to licensure and business development support available through 4Cs and Ren Center.

Pathway Development & Training Coordination:

- Coordinate with the team to align efforts in supporting FCC providers, ensuring no duplication of services while addressing gaps in outreach and training.
- Serve as a liaison between prospective providers and programs, including 4Cs/Ren Center initiatives and other organizations supporting family child care providers in San Mateo County.
- Connect aspiring providers to training opportunities, workshops, and technical assistance to help them achieve licensure and successfully launch their FCC businesses.
- Develop and update curricula for provider educational workshops focused on child care business operations, and facilitate these workshops in-person and/or virtually via Zoom to support provider professional development.
- Collaborate with the team to promote participation in CCIP training and ongoing professional development opportunities.

Interagency Collaboration:

- Build and maintain partnerships with local government agencies, community organizations, and workforce development programs to streamline resources and support for FCC providers.
- Facilitate cross-sector collaborations to address barriers faced by new and existing FCC providers, such as navigating licensing regulations, accessing capital, and marketing their businesses.



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Data Integrity & Reporting:

- Track outreach efforts, engagement activities, and provider milestones using program databases and reporting tools.
- Monitor program metrics, including the number of individuals reached, licensure completions, and FCC business openings/re-openings, and expansions.
- Maintain accurate records, files, and data to fully document services and outcomes.

Relationships:

- Collaborate with the Bilingual ECE Specialist to ensure cohesive programming and shared resources.
- Maintain professional and open communication with 4Cs staff, community partners, and prospective providers.
- Represent 4Cs at community events, interagency meetings, and other relevant forums.
- Uphold confidentiality and professionalism in all interactions with clients and stakeholders.

MINIMUM QUALIFICATIONS:

- BA degree or equivalent in Early Childhood Education, Child Development, Social Services, or other field that specifically relates to the position.
- 3-5 years of experience in community outreach, workforce development, or early care and education..
- **Bilingual Cantonese or Mandarin/English written and oral skills required.**
- Effective oral and written communication skills, with an ability to connect with diverse populations.
- Knowledge of child care systems, state licensing regulations, and workforce development strategies.
- High proficiency with MS Office Suite, Google Workspace, Zoom, and Canva.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to manage workload, meet deadlines, and prioritize multiple tasks independently

SPECIAL QUALIFICATIONS:

- Familiarity with the Early Learning and Care field and resources available to family child care providers.
- Experience coordinating programs that support adult learners or small business development. Familiarity with Early Learning and Care preferred.
- Knowledge of best practices in community outreach and engagement.
- Training experience with adult learners.

Salary and benefits: Pay rate is \$34.00 per hour; non-negotiable. This position is benefits eligible. 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@sanmateo4cs.org