



## Child Care Aware of Washington Job Announcement - Program Team Members

**Position Title:** Program Team Member (2 positions)

**Reports To:** Senior Manager of Early Learning

**Employment Status:** Full-time

**FLSA Status:** Exempt

**Salary Range:** \$51,000 - \$65,000 per year plus benefits

Child Care Aware of Washington is Washington's most trusted child care resource. We are our state's most thorough and accessible source of information and support for families seeking quality child care and a trusted partner to child care professionals. CCA of WA provides culturally responsive coaching, technical assistance and professional development services that improve child care quality statewide. We provide services via a statewide network of locally based partners, and through our Family Center. We strategically customize our services, collect, and analyze performance data, inform, and guide public policy, and provide unique leadership to support Washington's child care system.

CCA of Washington envisions a world where children and families, especially those who are marginalized, discriminated against, or otherwise ostracized because of systemic racism, have access to equitable, quality child care and early learning programs that lead families to thrive economically while closing the opportunity gap.

We are passionate about building and sustaining an inclusive and equitable learning-work environment for our staff. We believe every member of our team adds diverse perspective by exposing us to a broad understanding and engagement with the world, ways to identify challenges and to discover, design and deliver solutions.

### Agency Competencies and Skills Required for this Position:

- Ability to travel statewide up to 20% of work time to engage on-site with regional agencies.
- Excellent internal and external customer service skills
- Effectively bridge policy and practice
- Ability to take ideas to action
- Manage projects to completion
- Ability to synthesize and prioritize multiple perspectives
- Ability to build collaborative relationships leading to program outcomes
- Ability to work independently, exercise sound judgment and assume responsibility for completion of tasks.
- Ability to articulate CCA of WA's strategic vision
- Develops innovative approaches to solutions
- Possess a collaborative style
- Have experience working successfully with diverse populations
- Ability to manage change in a dynamic environment
- Uses mature judgment and decision-making ability

### Positions Available

CCA of WA is seeking two passionate early learning professionals to join our program team that supports Washington's Quality Rating and Improvement System (QRIS), Early Achievers, and the child care provider community with professional development and shared services. **We are hiring two additional team members that bring strong early**



learning background and experience, success leading complex projects and have expertise in one and/or both areas of expertise: adult learning through training support/curriculum development and/or shared services integration. These positions are part of a larger program team, offering the opportunity to work independently and as a valued team member.

CCA of WA will consider candidates who are not local to the south Puget Sound area and are interested in working remotely.

### **Work Experience and/or Training:**

- Bachelor's degree in Early Childhood Education, Education, Human Services, Social Services or related field required. Master's degree preferred.
- Strong content knowledge regarding Early Achievers (or other QRIS) program elements including: Early Achievers Quality Standards, Environment Rating Scales, and Classroom Assessment Scoring System, Child Assessment, and Early Learning curricula.
- Strong proficiency with MS Office Suite including PowerPoint, Word, and Excel.
- Strong group facilitation skills, both in person and virtually.
- Demonstrated ability to build effective collaborative working relationships with stakeholders and external partner organizations.
- Excellent verbal, written and interpersonal skills, including remote communication skills and demonstrated experience working with public.
- Proven success and ability to work with people of various racial, ethnic, and socioeconomic backgrounds.
- Ability to maintain confidentiality and to handle confidential and sensitive information in an appropriate manner.
- Experience with outcomes-based direct services and data informed decisions.
- Bilingual and/or Bicultural candidates strongly encouraged to apply

### **Depending on the position you may need the following (please address your skills related to those you have)**

- Demonstrated experience developing and implementing professional development materials for a culturally, linguistically, and/or geographically diverse array of customers.
- Experience with online meeting platforms and Learning Management Systems preferred.
- Working knowledge and ability to employ adult learning principles.
- Experience developing integrated services to the child care provider community especially within a shared services model.
- Experience as a Child Care Director a plus.

### **HOW TO APPLY:**

**Child Care Aware of Washington is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, people who speak a second language and people with disabilities to apply.**

Send resume and cover letter to Alan Strand Director of Finance & Accountability at [Careers@wa.childcareaware.org](mailto:Careers@wa.childcareaware.org). For more information, check our website at <https://childcareawarewa.org/about-us/>.