



We are Hiring: Scholarship Coordinator

Application review will begin the week of August 8, 2022. The hiring manager reserves the right to make a hiring decision at any time—we encourage you to apply as soon as possible if you are interested in the position. Thank you!

Who you are:

You are purposeful and innovative, and you understand how and why communities and individuals like to engage with mission-driven, non-profit organizations. You enjoy being part of a creative team and nurturing relationships with internal and external customers. You are passionate about relationship building and professional development. You think strategically - with a focus on impact over intention - while juggling multiple projects and offering responsive services. You are committed to ensuring that individuals are represented in and have equitable access to early learning and child care workforce supports. You may be bilingual/bi-cultural and ready to make a difference by working with diverse communities to expand their skill and education in early learning.

Who we are:

Child Care Aware of Washington (CCA of WA) 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 WA 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.

What you will be doing:

The Scholarship Coordinator is responsible for providing direct support and case management for early learning professionals pursuing their education through the Child Care Aware of Washington Scholarships program. This position is responsible for building the capacity of the relationship-based professional development workforce in acquiring the skills they need to deliver high-quality, responsive services to a diverse early learning field.

Essential Job Functions

- Manage a caseload of incoming and active scholars, providing support by phone, email, and in person.

- Build relationships with college staff, child care directors, owners, and internal and external early learning partners.
- Provide guidance, advocacy, and navigational support to scholars regarding all scholarship matters including scholarship application, tuition payments, grade reporting, progress toward educational goals, and expense reimbursements.
- Create, manage, and update scholarship database applications, policies, processes, and procedures.
- Maintain accurate records on scholars in the scholarship database and ensure participants' personal information is protected.
- Process scholarship applications, contracts, reimbursements, expenditures, and tuition payments.
- Collaborate with college faculty and staff, child care facilities and directors, as well as community partners to help scholars successfully meet the goals and objectives of the program.
- Work with the CCA of WA staff and partners to promote and implement the CCA of WA Scholarship program in communities throughout Washington.
- Represent CCA of WA and the scholarship program in trainings, conferences, scholar visits, and community outreach efforts as needed.
- Participate in internal workgroups and committees.
- Produce monthly, quarterly, and ad hoc scholarship reports for funders and advocacy initiatives.
- Represent CCA of Washington in meetings locally, statewide, and nationally as assigned.
- Other duties, as assigned.

Competencies

- Learn and adapt to new information and changes quickly. You can synthesize new information and data as it becomes available, implement changes, and execute on a quick timeline, as needed while remaining accurate.
- Effective at building relationships and modeling cross-cultural agility. You will regularly connect and collaborate with colleagues across the organization, providing a high level of support with a customer service mindset.
- Authentic self-reflection, self-awareness, and high emotional intelligence are central to who you are, and you use these skills to build trusting relationships with colleagues and external stakeholders.
- Demonstrate a growth mindset. You give, seek, and take feedback in a professional manner. You look for opportunities to learn, stretch and engage in the parallel process of goal setting and continual improvement.

Additionally, you see yourself reflected in the:

- Ability to effectively bridge policy and practice
- Ability to manage projects to completion while synthesizing and prioritizing multiple perspectives
- Ability to work and contribute to an inclusive and supportive team environment, and work independently, exercise sound judgment, decision-making, and assume responsibility for the completion of tasks.
- Ability to articulate CCA of WA's strategic vision and mission

Qualifications

Required

- Bachelor's Degree in Education, Human Services or related field, or associate degree and 2 years relevant work experience in the higher education field.
- Experience managing a large caseload with intensive file management within multiple program requirements and the ability to organize systems to manage high volumes of paperwork and reporting needs.

- Excellent verbal, written and interpersonal communication skills, including excellent customer service skills and demonstrated experience working with all levels of constituents.
- Experience and/or understanding with working with non-traditional college students.
- Ability to communicate effectively with individuals from diverse cultural backgrounds and language groups.
- Demonstrated computer proficiency and in-depth knowledge of MS Office Suite and databases.
- Experience with database entry and management and report generating.
- Ability to travel both in and out-of-state and attend occasional evening or weekend meetings; valid Washington driver's license, insurance, and a reliable vehicle at his/her disposal.
- Ability to maintain confidentiality and handle confidential and sensitive information in an appropriate manner.

Highly Preferred

- Work experience in the higher education field, especially in financial aid.
- Bilingual/ bicultural (Spanish or Somali) individual to serve non-English speaking students.
- Proficient database management skills. Experience with Salesforce, SurveyMonkey Apply, DocuSign, and Adobe Pro is a plus.
- A combination of experience, education and/or professional development in the child care and early learning industry
- Work experience with program outreach, social media, and marketing.

Location

We will consider candidates who live in Washington State. If you live in the core geographic area of King/Pierce/Thurston counties, you will be classified as a local hire. If you live outside that area, you will be classified as Geo Remote. Depending on classification there will be different expectations of remote and in-person work scheduling. Geo Remote staff are required to be in-person in our Tacoma, WA physical office a minimum of 1-2 days per month, and travel expenses are reimbursable.

Salary Range, Hours, Benefits

The annual salary range for this non-exempt position is \$42,200 to \$49,400. **Dual language skills will be considered when setting salary.**

Flexible work schedule, generous Paid Time Off (sick and vacation) and Extended Illness Bank, 403b, health/dental/eye care/ancillary insurance, employee assistance program.

COVID Vaccination Requirement

Per Governor Inslee's [proclamation](#), state contractors in early education must be fully vaccinated no later than October 18, 2021, as a condition of employment. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. If you are a selected candidate, you will be required to provide proof of vaccination. You may request accommodation if you are unable to meet the requirement due to a medical or religious necessity.

Opportunity for All

Child Care Aware of Washington values diversity of ethnicity, race, socioeconomic status, sexual orientation, gender, religion, language, ability, and experience. We are committed to our racial equity framework which

includes hiring practices that seek to disrupt systemic racism and ongoing learning, self-reflection, and transparency about equity and justice in our work.

You are welcome to include the name and pronoun you would like to be referred to in your materials and we will honor this as you interact with our organization.

Submit a cover letter and resume and, if available, an online or PDF portfolio of your work, to:
Alan Strand, Director of Finance & Operations careers@childcareawarewa.org

Timing:

We would like to have the right candidate hired by the end of August 2022.