



**We're Hiring!!**  
**Child Care Business Specialist**  
**(Bilingual Spanish/Somali preferred)**

*Are you interested in joining a vibrant and diverse team of relationship-based early learning professionals who are building a statewide network of business supports for child care/early learning programs in Washington State? Come join the CCA of WA Program Team!*

**Who you are**

You are an individual who thinks strategically - with a focus on impact over intention - while juggling multiple projects and offering responsive services. You are committed to ensuring that all early learning programs are working towards equity and inclusivity and that their business practices support accomplishing such, proposing new ways of working that meet community needs and engage the broader business sector.

**Who we are**

[Child Care Aware of Washington](#) (CCA of WA) is Washington's most trusted child care resource. We are the 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 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, and children to thrive developmentally.

Learn more about our racial equity statement [here](#).

**What you will be doing**

Working to increase child care providers' financial well-being and strengthening child care business and administrative practices. Your work will be carried out using a strong relationship-based approach that integrates culturally relevant supports. Your work will include leading child care business services with a focus on recruitment and retention of child care professionals within the industry. You will engage in supporting early learning coaches & child care provider professional learning communities (PLCs) to learn from current experiences in the field and utilize information from those with lived experience to inform and form the menu of business services you will deliver. Your work will help support administrative and financial efficiencies: full enrollment, full fee collection, and revenues that cover per-child cost (this is called the Iron Triangle in the early learning field). Learn more about the Iron Triangle in this [article](#).

**Essential Job Functions**

- Ability and commitment to interrupting and addressing racism and other discriminatory practices.
- Identify and create:
  - Financial and administrative efficiencies for child care and early learning business leaders.
  - Resources on business services for child care providers to support sustainable businesses.
  - Business supports to aid recruitment and retention of child care provider workforce.
- Work in partnership with regional staff and child care communities to identify emerging needs related to:
  - Business coaching and technical assistance (TA).
  - Online business services portal and child care management systems TA;
  - Business of Child Care (BOCC) training and other leadership training with follow up coaching

services.

- Collaborate for data collection to inform the development of business supports throughout the state.
- Work in partnership with stakeholders to identify solutions and supports for the child care business community.
- Develop statewide marketing plan including resources for use by regional staff to engage diverse array of child care providers with business services

### 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.
- 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.
- Effective at building relationships and modeling cross-cultural agility.
  - You'll 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 utilize these skills to build trusting relationships with colleagues and external stakeholders.
- Ability to learn, new software programs; Ability to work independently on projects and also collaborate as a reliable team member.

### Qualifications

#### *Required*

- A combination of experience, education and/or professional development in the child care industry.
- Strong knowledge regarding quality improvement program elements and/or child care business practices.
- Bachelor's degree in Early Childhood Education, Education, Human Services, Social Services or related field with 3 years job related experience preferred; OR an AA degree in a related field with 4 years job related experience. *Equivalent education/experience will substitute for all minimum qualifications.*
- Strong proficiency in MS Office Suite, online meeting platforms, and child care management systems (preferred).
- Excellent organizational skills. Excellent verbal, written and interpersonal skills, including remote communication skills and demonstrated experience working with public.
- Experience leading, operating, and managing child care/early learning programs.
- Familiarity with early childhood education and issues impacting children, families, and child care providers.
- Bilingual- (Spanish or Somali preferred)

### Location

CCA of WA offers employment to WA residents and classifies employment in two categories: Local and Geo Remote. 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 in other Washington counties, you will be classified as Geo Remote.

### Salary Range, Hours, Benefits

The annual salary range for this position is \$44,900 to \$53,900. **Dual language skill 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.

### Opportunity for All

CCA of WA 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. We are committed to our own 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 **cover letter** and **resume** and, if available, an online or PDF portfolio of your work, to:  
Alan Strand, Director of Finance & Operations: [alan@childcareawarewa.org](mailto:alan@childcareawarewa.org).