



We're Hiring!!
Program Support 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! You will play a key role in the development, refinement, and organization of our relationship services by codesigning instructional and technical assistance resource in partnership with stakeholders.

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

Your work will be carried out using a strong relationship-based approach that integrates culturally relevant supports. You will engage with the early learning team at CCA of WA to support project implementation by collaborating on the development of technical assistance (TA) material production. You will also work with early learning coaches to co-develop TA material with information technologies that support the implementation of early learning quality initiative ([Early Achievers](#), WA state Quality Recognition System, business leadership etc).

Essential Job Functions

- Ability and commitment to interrupting and addressing racism and other discriminatory practices.
- Document/Presentation drafting and editing
- Instructional material development and organization
- Project-related supports: developing resources, research and analysis (support role)
- Communications support
- Participate in CCA of WA and partner events and initiatives as requested
- Develop and maintain online training system, as needed
- Day-to-day management of Learning Management System (LMS), including implementation and support of LMS policies and practices
- Assist with the development of statewide resources and tools used to train Relationship Based Professional Development (RBPD) workforce and support child care providers workforce

- Provide technical support – in the form of clarification of training materials, first-line information support to field staff members, as needed
- Support the successful completion of multiple projects
- Perform 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.
- 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.*
- Experience teaching in, or developing program materials for, an early learning setting
- Strong attention to detail, problem-solving and organizational skills
- Strong proficiency in MS Office Suite, online meeting platforms, and child care management systems (preferred).
- Excellent verbal, written and interpersonal skills, including remote communication skills and demonstrated experience working with public.
- Familiarity with early childhood education and issues impacting children, families, and child care providers.
- A collaborative work style, with positive, customer-oriented relationships with colleagues
- Experience with instructional technology (including video editing software, online learning platforms, fillable forms, research databases, live-shared documents and file systems)
- Knowledge of Learning Management Systems (preferred)
- Knowledge of professional development, curriculum design, or adult learning theory (preferred)
- 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.