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## **Child Care Business Specialist Day Care Council of New York**

Now in its 73<sup>rd</sup> year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for New York City's early childhood education providers and families seeking services. DCCNY plays a key role in supporting the growth and development of New York City's early childhood workforce and is seeking to expand its support for its member organizations in this area.

### **Description**

The Invest in New York Child Care Deserts Business Specialist will:

- Provide grant application technical assistance to prospective child care programs
- Coordinate and execute informational sessions and training initiatives to support child care desert applicants
- Support expanding the DCCNY business technical assistance initiatives

As a part of the Child Care Resource and Referral program, the Child Care Grant Specialist will work with the Child Care Resource & Referral staff to build and enhance quality early childcare settings for families, childcare professionals, and child care business owners.

### **Job Responsibilities**

- Provide technical assistance and support to eligible potential providers as outlined by OCFS and assist them in successfully completing the Invest in NY Child Care funding opportunity.
- Provide support to applicants through means such as letters/mailings, phone calls, emails, and in-person sessions to ensure eligible and existing provider needs are met.
- Collaborate with OCFS licensors/regulators on supporting applicants as they complete the licensing process or seek to expand their existing licensed care.
- Participate in trainings on the solicitation application and supporting resources and review training guides to be prepared to support applicants.
- Conduct outreach sessions to identify potential applicants and provide ongoing support to all RFA awardees, new and existing.
- Conduct ongoing outreach to all interested parties in the New York City region.
- Develop and maintain a schedule and delivery of informational sessions for potential and confirmed applicants of the RFAs released to address Child Care Deserts.
- Assist applicants and awardees in navigating SFS Vendor Central Register File, developing, and maintaining required documentation and information.
- Coordinate the delivery of CORE Business Training series for providers through attending Train the trainer (TOT) or coordinating alternative trainer.
- Review applicant paperwork and provide feedback to ensure compliance with program requirements regarding Licensing/Registration/Permit process.
- Support grantees with understanding and complying with grant deliverables throughout grant period. Support will include but not be limited to assistance with staff scheduling, training needs and sustainability plans.
- Have evening/weekend availability as needed.
- Collaborate with other team members to offer other resource supports, such as but not limited to, Quality Improvement grants, Infant Toddler Mental Health Services. Health and Safety trainers.

## Qualifications

- Bachelor's degree in early childhood education, human services, social work, or business administration
- Minimum of two years of work experience in the early childhood profession as a child care program administrator or child care director
- Knowledge of NYC DOHMH Article 47 regulations and/or OCFS regulations
- Excellent written and verbal communication skills and customer service
- Ability to work independently within a flexible schedule, including work on some Saturdays and demonstrated effective time management;
- Ability to work collaboratively on multiple projects with a diverse group of stakeholders
- Interest in working to support early childhood education and the ECE workforce
- Strong organizational and administrative skills, including attention to detail
- Bilingual proficiency is highly desirable.

**Employment Period:** Full-time grant based position through June 2024.

**Hours per Week:** 35 hours per week

**Compensation:** \$50,000 annually

**Benefits:** Eligible for benefits package offered to full-time staff

While DCCNY is currently offering a hybrid work arrangement, some positions require regular in-person engagements with the public. This position is based in our Midtown Manhattan office but may require some travel throughout NYC. At this time, all staff are required to submit proof of full vaccination against COVID-19 via NYS Excelsior Pass/Excelsior Pass Plus.

## Application Instructions

To apply, please submit a cover letter and resume to [employment@dccnyinc.org](mailto:employment@dccnyinc.org). We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Day Care Council of New York is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*