



Main Office  
1430 Broadway, Suite 404  
New York, NY 10018

t: 212.206.7818  
f: 212.206.7836

info@dccnyinc.org  
www.dccnyinc.org

Queens Office  
James C. Hall, Jr.  
Family Child Care Network  
147-39 175th Street, Suite 211  
Jamaica, NY 11434

t: 347.841.0250  
f: 929.388.0560

## **Job Description**

### **Provider & Community Engagement 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 Provider & Community Engagement Specialist position has three key goals:

- Build and enhance quality child care settings for child care professionals and children and families
- Coordinate and execute special events and initiatives for the NYC CCR&R Consortium
- Support expanding the visibility of DCCNY and its services to NYC's families and ECE community

As a part of the Child Care Resource and Referral program, the Provider & Community Engagement Specialist will work with the Child Care Resource & Referral staff to build and enhance quality early childcare settings for families, childcare professionals, and assist in coordinating and expediting NYC CCR&R Consortium activities and initiatives.

#### **Job Responsibilities**

- Coordinate and facilitate appropriate events, meetings, information sessions and special events for providers, families, and community partners;
- Coordinate the NYC Consortium Provider Resource Days and other family community events;
- Provide technical assistance, to providers and childcare professionals on best practices in serving children;
- Disseminate information on quality childcare best practices to families, childcare professionals and the wider community;
- Represent the Day Care Council and the NYC CCR&R Consortium members at appropriate meetings with professional organizations such as the NYC Department of Health, Office of Children and Family Services, Department of Education and CUNY Professional Development Institute, as well as community events inclusive of evening or weekend hours when necessary;
- Assist parents with locating child care providers and input data on the Empire Child Care Match database;
- Develop and maintain appropriate statistical reports, as needed;
- Facilitate training and orientation to providers on topics such as Starting your family childcare program, Family Child Care Business Training, Child Care Best Practices, and Boosting Childcare Enrollment;
- Other related duties as assigned.

#### **Qualifications**

- Bachelor's degree in early childhood education, human services or related field preferred;
- Minimum of three years of work experience in the early childhood profession and customer service;
- Excellent written and verbal communication skills and an ability to present and engage with diverse audiences such as racially, ethnically, and socioeconomically diverse communities;

- Ability to work independently within a flexible schedule, including work on some Saturdays (up to 30%), 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 care, and the ECE workforce;
- Strong organizational and administrative skills, including attention to detail;
- Bilingual proficiency (English and Spanish) is preferred.

**Employment Period:** Full Time

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

**Compensation:** \$48,500 annually

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

DCCNY is currently offering a hybrid work arrangement. 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**. 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.*