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**Job Description**  
**Assistant Coordinator**  
**James C. Hall Child Care Network**  
**Day Care Council of New York**  
**Updated: May 2023**

Now in its 75<sup>th</sup> year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for NYC's early childhood education providers and families seeking quality childcare and education services. Founded in 1948 to fight for the survival of publicly funded childcare centers when federal funds were eliminated at the end of World War II, we still play several vital roles in NYC's early childhood education system.

With a mission to seek support for and assist in developing quality early childhood education and family and group family childcare services designed to promote the proper growth and development of children and their families, DCCNY is a recognized leader in NYC's advocacy community. We work with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, we pushed for the City's continued expansion of early childhood education, including the launch of Universal Pre-K programs, salary parity for community-based early childhood educators, and the retention of several initiatives introduced through emergency orders in response to the COVID-19 pandemic in support of families' ability to access affordable quality childcare. We continue to push for public support of high-quality, affordable childcare for low-income families in NYC. We serve as a resource for early childhood center-based providers, their governing boards of directors, and family and group family childcare providers. And we continue to play a critical role in supporting the growth and development of NYC's early childhood workforce.

### **Description**

Working under the supervision of the Director of the J.C. Hall Family Child Care Network, the Assistant Coordinator will work to build and sustain effective relationships with the families and affiliated providers to support the needs of all children enrolled in DOE family child care programs.

### **Key Responsibilities**

While the role will evolve, specific immediate responsibilities include:

- Assist in conducting home visits to registered family child care providers to enhance the quality of their child care program.
- Assist in conducting pre-approval visits for enrollment into the CACFP.
- Assist in collecting and reviewing menus to complete CACFP claims.
- Input and maintain data files of current family child care providers' information.
- Assist in data entry into the CIPS database.
- Assist in planning and conducting family child care provider meetings and training sessions.
- Provide families with information and referrals for child care services under the DCCNY's Child Care Resource & Referral program.

- Participate in regular staff meetings to review and discuss program updates, individual providers and families, and coordinate all services.
- Participate in Network staff professional learning sessions delivered by the Department of Education.
- Assist in ongoing outreach, enrollment, and all other administrative tasks supporting all FCC-affiliated providers.
- Support the Network Director in updating family information in the Network database.
- Willingness to travel within the Network catchment area.
- Appreciation for the unique needs of all providers and families.
- Other tasks assigned by the Network Director and the Education Director.

As a small organization, DCCNY team members engage in multiple areas of the organization's operation. DCCNY welcomes suggestions for new initiatives from its team members and encourages candidates with a strong interest in our mission to apply.

### **Qualifications, Skills, Abilities, and Characteristics**

The following items represent the required knowledge, skills, abilities, and experience. This position requires effectively establishing and maintaining cooperative working relationships within a diverse, multicultural environment.

- Bachelor's or Associate's degree in early childhood education, human services or a related field.
- Minimum three years of work experience.
- Valid New York State driver's license and vehicle are required.
- Experience working with families with young children is required.
- Experience working in family child care and/or with infants and toddlers is preferred.
- Familiarity working with the Child and Adult Care Food Program (CACFP) is a plus.
- Strong computer literacy; proficiency in Microsoft Office Suite and Google G-Suite.
- Excellent written, verbal, presentation, and organizational skills.
- Strong management and organizational skills.
- Strategic thinking with the capacity to be adaptable, navigate ambiguity, and be solution oriented.
- Bi-lingual ability in a language other than English.
- Ability to engage with internal colleagues and external constituents using diplomacy, tact, and discretion.
- Act effectively and efficiently under pressure.
- Flexibility to function in a changing work environment with the ability to set priorities and multitask.
- Ability to work both independently and collaboratively.
- Deep commitment to our mission and nuanced understanding of systemic and structural racism and inequity.
- Appreciation for the unique needs of all providers and families.
- Follow through with all projects and assignments, follow timelines, and meet scheduled deadlines.
- Be assertive and persuasive as necessary while maintaining positive and productive relationships.
- Willingness to travel within Network catchment area.
- Time management skills are essential.
- Manage light to moderate carrying and lifting of items.

**Employment Period:** Permanent full-time, overtime-eligible position

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

**Salary Range:** \$50,000 annually

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

DCCNY is committed to recruiting and retaining a diverse and talented team. Salary offers depend on qualifications, internal equity, and the funding supporting the role. To demonstrate our commitment to pay equity, DCCNY caps salary offers at the stated range maximum and new hires are generally not eligible for salaries at the high end of the salary range.

While DCCNY currently offers a hybrid work arrangement, some positions require up to five days in the office and regular in-person engagements with the public. This position is based at our Jamaica, Queens office and requires regular visits to our affiliated provider program sites. Visits to our main office in Manhattan may be required.

As it pertains to vaccination mandates, DCCNY abides by city, state, and federal agencies and funder requirements, which may change over time. Over the last two years, DCCNY has required all staff to submit proof of complete vaccination against COVID-19 with an FDA- or WHO-authorized vaccine via NYS Excelsior Pass/Excelsior Pass Plus and reserves the right to continue such requirements going forward.

All offers of employment are contingent upon completing a background check, including verification of social security number, criminal record, and educational history.

### **Application Instructions**

To apply, please submit a cover letter and resume to **employment@dccnyinc.org**. Please state the position in the subject line. 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.*