



Northwest Connection Family Resources

Business – Child Care Specialist FULL TIME

Partner Up! (*Project Growth*) is a new statewide program that encourages businesses to partner with child care programs. **Partner Up! is designed to help businesses stay competitive in a tight labor market, increase employee productivity for employees: knowing their children will be safe, in reliable and high-quality environments while stabilizing child care.** Under the Partner Up! Program, essential workforce businesses that secure slots for their employees will have their contributions matched by DCF, creating a strong workforce; promote a thriving economy, local business success and strengthen communities.

The **Business-Child Care Specialist** will be responsible for building relationships throughout our service delivery area with businesses and community stakeholders to support families with child care access and funding. The Specialist will provide technical assistance to businesses, child care programs, and families to support partnerships ensuring the program's long-term success.

- Gain a deep understanding of the challenges families, child care providers, businesses, and communities currently face in the child care system, including how they are interrelated and impact the economy and workforce as a whole.
- Leverage NCFR's existing relationships with businesses, and build new relationships, to introduce the Partner Up! program and encourage participation.
 - Participate in local workgroups and/or community meetings to introduce the program to business leaders and the community
 - Visits and calls/emails to employers/HR staff, Chamber of Commerce, Workforce Development Boards, United Way, etc.

Leverage NCFR staffs' existing relationships with child care programs to introduce the Partner Up! program and encourage participation.

- Provide one-on-one meetings and group orientation sessions with businesses and providers. Participate in local, regional and statewide meetings.
- Provide technical consultation, application support and on-going assistance. Complete data collecting and reporting, as required, to ensure program success and program compliance.

Qualifications:

- Posses an intense interest in positive outcomes for young children, families and communities.
- Must possess professionalism, self-initiative, ability to meet deadlines, good communication skills, active listener and be accurate and detail-oriented.
- Proficient with various office equipment and computer software.
- Maintain a high level of confidentiality.

- Has the ability to: hear and make verbal presentations; have manual dexterity to write, answer phones and type; be able to lift and carry 40 pounds and sit for extended periods of time.
- Must have the ability to drive an automobile: a reliable vehicle, valid driver's license and proof of insurance, to attend meetings with businesses, child care providers and communities, in and outside the NCFR service delivery area, and to carry out other job functions.
- Be available to work occasional evenings, weekends and overnight travel.
- Approvable Criminal Background Check required.
- Associates or BA or BS Degree, with at least 3 years of experience in early childcare, education, marketing or economic development.

Starting salary range: \$17.00 - \$20.00 with a generous benefit package.

Main office location: Hayward, WI Secondary Supervision site: Rhinelander, WI
Work site to be determined

Applicants can apply by sending a cover letter and resume to kathy.mullally@ncfrwi.net or Northwest Connection Family Resources 15896 W 3rd Street, Hayward WI 54843

Interested in learning more? Check out Partner Up!
<https://dcf.wisconsin.gov/childcare/projectgrowth>