Job Description
Shared Service Coordinator

Position Description
The Shared Service Coordinator will work under the Chambliss Center for Children to develop and implement a new program that will provide support to community childcare providers, both centers and homes, through a Shared Service model. The program will focus on business components of the childcare industry such as: automation of financial and enrollment services; recruitment and retention of staff; streamlining CACFP and food services; and increasing financial infrastructures. This is a grant-funded position and is part of a larger body of work under Early Matters, a coalition of 40 local organizations seeking to improve outcomes for young children.

Duties and Responsibilities
• Develop program strategy, implementation & operational plan, and measurable goals in collaboration with Early Matters and Chambliss Center staff
• Identify and onboard participating providers
• Assess provider baseline data and key challenges
• Serve as the point of contact with providers
• Develop and identify training, resources and support around ECE business practices including but not limited to Human Resources, USDA reporting, automation/digitization, and finances.
• Ensure that providers access and benefit from services, resources, templates, and tools offered
• Document and support provider progress in implementation
• Collect data from providers regarding the impact of Shared Services as well as new and ongoing challenges
• Check in with all participants of the Shared Services alliance on a regular basis
• Manage grant budget and complete grant reports as needed
• Serve as spokesperson for the project and promote its mission, benefits, and values
• Stay current on regulations, developments and trends in the ECE industry and issues relevant to the program and make recommendations as appropriate
• Other duties as assigned

Knowledge, Skills, & Experience Required
• Combination of ECE experience and education that would allow leadership in the industry
• Extensive experience in non-profit business management
• Advanced computer skills including knowledge of Microsoft Word and Excel as well as experience working with a childcare software program or other relevant database
• Solid knowledge of non-profit accounting principles, financial procedures, and practices
• Ability to form trusted relationships with providers throughout the community
• Exceptional interpersonal, verbal and written communication skills
• Outstanding leadership, networking, and motivational skills

Employment Type
Full-time
Exempt