

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