

Job Vacancy Announcement

for

Publication on the Early Childhood Project Job Board



Job Information

Job Title: Program Coordinator - Missoula Child Care Advantage

Program Name: Zero to Five Missoula County/ United Way of Missoula County

Location of Job: Missoula, MT

Hours/week: MT

Wage/Salary: \$50,000/year

Job Description:

To oversee and manage a diverse set of tasks and responsibilities related to the startup and implementation of the Missoula Child Care Advantage program. Work closely with stakeholder and advisory groups to develop program structure and operating systems. Build and maintain strong relationships with stakeholders, member businesses, and network providers. Ensure regular, effective communication among all involved organizations.

About Missoula Child Care Advantage (MCCA)
MCCA intends to increase the availability of child care in our community and to improve the operating conditions for child care providers by implementing several innovative structures that support a more efficient and viable business operation. The key components of the MCCA pilot are:

- ? A network of independent child care businesses utilizing shared services and amenities, including a remodeled facility in which to pilot this model.
- ? Membership opportunities for area businesses, offering access to a preferred waitlist for their employees to access child care openings in the network.
- ? Public/private support for the MCCA model and staffing.
- ? A pilot location at the former Cold Springs School.
- ? Plans for expansion after successful pilot.

Job Requirements

Education:

- ? Combination of education and experience needed to lead an innovative and high-profile collaborative project with many community stakeholders.
- ? Demonstrated ability to be a self-directed and creative problem-solver
- ? Excellent written and oral communication skills.
- ? Demonstrated ability to oversee complex projects, seeing them through to completion, and manage competing priorities.
- ? Experience working with diverse groups and communicating with a variety of audiences.
- ? Ability to both think big and attend to small details.

Experience:

[Empty box for experience details]

Other Requirements: _____

Application Requirements

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Email resume and cover letter to:
Grace Decker, Zero to Five Misosula County
grace@missoulaunitedway.org

Application Deadline: Open until filled; applicatons reviewed starting 11/7/2022

Contact Name: Grace Decker

Contact Phone: 406-830-0870

Contact Email: grace@missoulaunitedway.org

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**