

## **Child Care Action Council Position Announcement**

**(Safe Kids and Development Support Specialist)**

**Position Title:** Safe Kids and Development Support Specialist

**Reports to:** Grants Manager Safe Kids Coordinator

**Office Location:** Olympia, WA

**Status:** Full Time

**Salary Range:** The starting range for this position is typically \$21.74-\$26.40 per hour.

**Benefits:** For positions over 20 hours per week, we provide health insurance (80% employer paid); dental and vision starting the 1<sup>st</sup> day of the month following hire; and an employer-paid retirement plan.

### **Who we are:**

Child Care Action Council is a non-profit agency whose mission is to promote and nurture early learning communities where families and children thrive. We have programs to support both child care educators and families. At a local, regional, and state level, our staff collaborate with a diverse group of individuals and organizations working on behalf of and in partnership with child care educators, children, and their families. Through these relationships, we seek outcomes that reflect equity, inclusion and social justice within our agency and larger community. We are an equal opportunity employer, committed to building a diverse team.

### **About the job:**

To provide general support for the Safe Kids program in addition to development and fundraising activities. The position will also provide some support to the Executive Director and Board.

### **Responsibilities of this position:**

#### **SAFE KIDS**

- Reporting to the Safe Kids Coordinator, support and organize Safe Kids Thurston County Coalition activities and serve as a liaison to Safe Kids Washington and Safe Kids Worldwide.
- Maintain coalition focus and conduct multifaceted unintentional injury prevention programs and activities on unintentional injury prevention programs and activities that address high risk populations of children ages 0-19.
- Follow trends in the unintentional childhood injury prevention field.
- Develop/identify resources for coalition work – both financial and in-kind support.
- Collect data and identify community needs and resources.

- Develop coalition membership recruitment and retention strategies.
- Provide a continual loop of information by scheduling coalition meetings, preparing meeting agendas and minutes, ensuring that everyone has an opportunity to provide input, delegating tasks, and following-up on delegation with gentle reminders.
- Ability to travel to all areas of Thurston County, representing the coalition at community events, and presenting to community groups.

#### DEVELOPMENT/EVENT SUPPORT

- Assist in researching available grants.
- Assist in completing general information in grant applications.
- Ensures proper recording of funds received and is responsible for reporting on all fundraising initiatives.
- Work with Development/Event Support staff to maintain donor database.

#### EXECUTIVE DIRECTOR/BOARD SUPPORT

- Provide support for board meetings by preparing board folders and posting board packets on website.
- Facilitate scheduling activities and support the Executive Director, Director of Finance & Operations, and program staff with project priorities.

#### **What we're looking for in a candidate:**

Our ideal candidate is detail orientated, flexible to changes, able to be self-reflective, and skilled at communication.

#### **Qualifications:**

- Previous experience with non-profit fundraising.
- Experience working in deadline driven environment.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Strong written communication skills: ability to write clear, structured, articulate, and persuasive documents.
- Strong editing skills.
- Attention to detail.
- Good computer skills and knowledge of database programs.

#### **Other things to know:**

- **Working conditions**
- This position is typically based in the office, noise levels are usually moderate and works in a small workstation without an expectation of privacy. May occasionally require evening and weekend work. Occasional use of personal vehicle for travel may be required and mileage will be reimbursed. Must be able to lift up to approximately 75 lbs.

- **Physical requirements**

- This position requires lifting and loading of equipment and supplies, and some movement of tables and chairs.
- Successfully pass a thorough background check
- Hold a current, valid driver's license.
- Have reliable personal transportation and vehicle liability insurance.
- Have proof of a COVID-19 vaccination
- Be willing to abide by Washington State law as a mandatory reporter of child abuse and neglect.

**HOW TO APPLY:**

**Apply with a resume and cover letter**

Here is a link to the online job posting:

<https://app.acquire4hire.com/careers/details.json?id=90011&source=17>

We will begin reviewing applications on Tuesday the 5th of September. The position will remain open until filled.