



# Southwestern Child Development Commission, Inc.

...excellence in early childhood education

Est. 1972

## Employment Opportunity Child Care Resource and Referral

### Statewide Family Child Care Home Project Manager

Southwestern Child Development Commission, Inc. is honored to seek a qualified applicant for a grant funded position within Child Care Resource and Referral for a Statewide Family Child Care Home Project Manager. This position will identify and collaborate with current local, regional, statewide and national systems/organizations that work with on behalf of licensed FCCBs operating in North Carolina. Supporting FCCBs through quality professional development and technical assistance will be a priority.

Applicants must have at least a Bachelor's Degree in Early Childhood Education or a related field. Position also requires at least 3 years' experience working in early childhood education. Applicants should be proficient in current NC Child Care Licensure Rules & Regulations. NCICDP Level 11 Early Education Certification with professional development and technical assistance endorsements preferred. Computer skills and knowledge or adaptability to learn multiple software applications is a must. Flexible night and weekend work is required. Completed training and demonstrated competence with the Family Child Care Home Environmental Rating Scales Preferred. Previous Family Child Care Home experience is a plus. Applicants must have a valid NC Driver's License and a car available for work. Applicants with a combination of related educational and experience qualifications will be considered.

A willingness to continued personal and professional growth and a collaborative approach to team values of diversity, equity and inclusion are favored.

Applicants must have a valid NC Driver's License and a car available for work. Only those applicants most qualified based on education and experience will be interviewed.

To apply, submit an NC State Application for Employment (PD107) to Human Resources, Southwestern Child Development Commission ([www.swcdcinc.org](http://www.swcdcinc.org)) or mail to: PO Box 250, Webster, NC 28788. Applications may also be faxed to (828) 631-1860 or emailed to [jobs@swcdcinc.org](mailto:jobs@swcdcinc.org).

***\*SWCDC is committed to creating a diverse environment and is proud to be equal opportunity employers. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***

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Serving Cherokee, Clay, Graham, Haywood, Jackson, Macon, Swain Counties  
A Child Care Resource and Referral Agency, 1-800-662-4158

**Agency Mailing Address**  
PO Box 250  
Webster, NC 28788  
[www.swcdcinc.org](http://www.swcdcinc.org)

**Main Office**  
P. 828-586-5561  
F. 828-586-4039

**Haywood County Office**  
P. 828-456-4473  
F. 828-452-1914

**Cherokee County Office**  
P. 828-837-9155  
F. 828-837-9191