



# Southwestern Child Development Commission, Inc.

...excellence in early childhood education

Est. 1972

## Employment Opportunity

### Child Care Resource and Referral

### NC Family Child Care Business Anchor

Southwestern Child Development Commission, Inc. is honored to seek a qualified applicant with grant funding made possible by NC DHHS/DCDEE for a full-time position to support NC family child care programs. This position will provide state level family child care business support as a part of the NC CCR&R Family Child Care Project.

Qualifications: Applicants must have at least a Bachelor's Degree in Business Administration/Early Childhood Education or a related field. Minimum of 3 years of experience working in early childhood education systems with NCICDP Level 11 Certification preferred. Applicants should be proficient in current NC Child Care Licensure Rules & Regulations. Technology skills and knowledge or adaptability to learn and master multiple software applications is a must. Experience in leading or managing teams with an emphasis on skill development is preferred. Experience in supporting other ECE professionals or systems is preferred. Previous experience as a Family Child Care educator or experience in supporting Family Child Care educators is a plus.

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

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 an equal opportunity employer. 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