



Southwestern Child Development Commission, Inc.

...excellence in early childhood education

Est. 1972

Employment Opportunity

Workforce Development/ARC -POWER Funding

Workforce Development Program Coordinator (Serving Clay, Cherokee and Graham Counties)

Southwestern Child Development Commission, Inc. is honored to seek a qualified applicant with grant funding made possible by APR-POWER, for a full-time position to support the Workforce Development Unit. The Workforce Development Program Coordinator will serve Clay, Cherokee and Graham counties. The program creates pathways to careers in Early Education by providing training, support, and job placement for program participants as well as creating a pool of substitutes to fill a need in early education classrooms. The Workforce Development Program Coordinator will work closely with the Southwestern Child Development Workforce Development Team, Child Care Resource and Referral and local community college partners to support participants. The right candidate for this position will have experience with collaborative work, be flexible and creative, and be able to work with diverse populations new to the early childhood workforce.

Qualifications: 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 with coaching experience and training required. Applicants should be proficient in current NC Child Care Licensure Rules & Regulations. NCICDP Level 11 Early Educator Certification with current professional development and technical assistance endorsements required. Computer skills and knowledge or adaptability to learn multiple software applications is a must. Flexible night and weekend work is required.

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) or mail to: PO Box 250, Webster, NC 28788. Applications may also be faxed to (828) 631-1860 or emailed to: 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.***

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

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