



Southwestern Child Development Commission, Inc.

...excellence in early childhood education

Est. 1972

Employment Opportunity

Child Care Resource and Referral

Family Child Care Program Support Coordinator

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 the NC Family Child Care Project. This position will be responsible for working with the CCR&R Statewide Family Child Care Project Manager and the Family Child Care Administrative Team to provide administrative support to the project.

Qualifications: Applicant must have, at a minimum, a high school diploma. Associate's Degree in Business or a related field preferred. Minimum of 2 years of experience in business operations, non-profit work preferred. Computer skills and knowledge or adaptability to learn and master multiple software applications is a must.

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