



We are hiring a Child Care Program Coordinator!

Parents shouldn't have to turn down a good job training program or career just because they can't find a child care provider open at the right hours. The Care That Works Pilot is building a network of child care providers to meet that need. **Join our team as a Program Coordinator and help parents and providers join the program and find the best match for them.**

Location: Boston, MA. Some in-person work is required. Some remote work is possible.
Status: Full-time, permanent position contingent on continued fundraising success.
Salary: \$60,000 to \$70,000 annually
Benefits: Highly competitive health, dental, vision, retirement, and other benefits

Apply by: May 24, 2024
Start date: Preferred Start Date June 3, 2024
EEO: Women, LGBTQ, and people of color are encouraged to apply.
To Apply: Email your application to nancy@buildingpathwaysma.org with subject line "CTW Coordinator Application." Please include a resume, cover letter, and three references. In your cover letter, please outline your interest, experience, and commitment to an equitable child care system that works for working people.

The Program Coordinator will be an employee of Building Pathways but work exclusively on the Care That Works Pilot, of which Building Pathways is a founding member.

Responsibilities:

- Recruit parents and providers to participate in the Care That Works Pilot.
- Carry out the intake and orientation process for parents and providers when they join.
- Connect parents to providers and maintain communication to ensure their needs are met.
- Maintain our participant database and ensure key metrics are updated.
- Coordinate with partnering unions, community groups, and training programs.
- Meet weekly with supervisor to report on cases, troubleshoot, recommend changes, compile data and draft grant reports as required.

Qualifications:

- Bilingual in Spanish and English strongly preferred
- Excellent spoken and written communications skills
- Excellent follow through and ability to meet deadlines
- Self-motivated, proactive, takes initiative to solve problems
- Able to connect to and engage with diverse populations

- Competent with Microsoft Office, Google Drive, GMail, Google Calendar, Google Sheets, and other database software
- Experience with family child care and/or child care policy desired but not required

About Building Pathways:

Building Pathways is a Boston-based non-profit formed to create access and opportunities for Massachusetts residents, particularly women and people of color, to enter the union building trades. BPI operates the Building Pathways Pre-Apprenticeship Program serving greater Boston and the Northeast Center for Tradeswomen's Equity serving women career-seekers across the state. Through these two programs, as well as outreach to young adults, respectful workplace training, and advocacy, BPI addresses the need to recruit and retain new talent into the industry while opening career pathways to groups that have been historically under-represented in the construction trades workforce.

About Care That Works:

The Care that Works (CTW) coalition, convened by Community Labor United, organizes community groups and labor unions to fight for an equitable child care system centered on the needs of the multi-racial working class and the diverse child care workforce. Partner organizations include Building Pathways, Brookview House, New England United for Justice, SEIU Local 509, La Colaborativa, Matahari Womens' Worker Center, Policy Group on Tradeswomen's Issues, UAW Local 1596, UAW Local 2322, North Atlantic States Regional Council of Carpenters, and BEST Hospitality Training.

About the Care That Works Pilot:

Care That Works launched a nonstandard hour child care pilot program in Boston to model our vision of a child care system that works for working people. The program enables parents to pursue careers with work hours outside 9 to 5 by eliminating one of the major barriers: affordable child care during nonstandard work hours. We have developed a network of licensed family child care providers in Boston who open as early as 5:00am to accommodate families who work in industries with nonstandard schedules (such as construction and hospitality) and those who want to gain access to careers in those industries.