



## **We're Hiring: Family Support and Child Care Coordinator**

### **Truckee Office**

**Full-Time:** 30 hours/week (some schedule flexibility)  
**(Year-Round)**

**Wage:** \$24-\$25 hour (additional stipend for **bilingual - Spanish**)  
plus benefits (health, vacation, sick, holidays, EAP, 401(k) with 4% matching)

**Make a difference for children, families, and child care providers in your community.**

Do you believe access to quality child care is important?

Do you enjoy helping families navigate systems, supporting providers, and being a trusted resource?

If so, we'd love to meet you.

#### **About the Role**

This position plays a vital role in strengthening local child care systems by helping families enroll in child care subsidy programs, supporting child care providers, and connecting parents to the resources they need.

#### **What You'll Do**

You'll wear a few hats—never boring, always meaningful:

- **Help families access child care** by enrolling them in subsidy programs, explaining requirements, maintaining eligibility files, and guiding them through the process
- **Support child care providers** with technical assistance, resources, and training opportunities
- **Provide referrals** to child care and family services, helping parents make informed choices
- **Conduct community outreach** by sharing information, attending meetings, and building partnerships with local agencies
- **Assist with Resource & Referral and Child Care Initiative programs**, including training and support activities
- **Handle administrative coordination** that keeps the office running smoothly
- **Grow professionally** through training, workshops, and team collaboration

### **What We're Looking For**

We're seeking someone who is organized, people-centered, and comfortable juggling details while keeping families at the heart of the work.

### **You'll be a great fit if you have:**

- 1+ year of relevant administrative or case management experience
- Bilingual in Spanish strongly preferred
- Experience with nonprofit or state-funded programs (preferred)
- Strong skills in organization, time management, and details
- Excellent communication and documentation skills, and professionalism
- Comfort working with confidential and sensitive information
- Solid computer skills (Word, Excel, Outlook; databases a plus)
- Valid California Driver License and auto insurance
- Ability to pass a criminal background check

### **Education**

- AA Degree in social services, social sciences, liberal arts, child development, administration, or equivalent experience, preferred but not required

**To Apply:** please forward your cover letter and resume via US Mail, email or in person:

Attn: Christine Hoxsie, HR Administrator  
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