

## Position Vacancy

EOE M/F/D/V

**Date Posted:** 2/18/08 **Closing Date:** When Filled  
**Position Title:** Technical Assistance Specialist  
**Department:** Community Impact  
**Supervisor:** Child Care Resource and Referral Director  
**Annual Salary:** 33,000-35,000  
**Position Status:** Salaried, Full-Time Position Subject to an Annual Review  
**Job Classification:** Exempt

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**Position Overview:** The successful candidate will work with a dedicated team to provide child care resource and referral in the Midlands. The team will offer information to parents about child care; educate the community about the importance of quality care, and provide technical assistance (TA) to child care providers, so they may deliver optimal care to young children. The Technical Assistance Specialist will primarily be responsible for the provision of TA to child care providers, and this TA will meet requirements of the South Carolina Early Care and Education Technical Assistance System. TA will range from brief consultation to longer-term, on site planning, modeling, and support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides technical assistance to child care providers in assigned region.
- Conducts training designed to offer information that will improve child care providers' knowledge and skills.
- Provides and supports provision of networking opportunities for child care providers in underserved areas of assigned region.
- Serves as an advocate to community and business leaders to engage support for quality child care through presentations and participation in community events.
- Maintains records on each referral request provided to individuals seeking child care.
- Participates in organizing and collecting data for regional and statewide assessments of child care assets and needs.

### **QUALIFICATIONS, SKILLS & ABILITIES:**

- Bachelor's Degree in Early Childhood Education or Child Studies/Development with at least 1 year of experience working with infants, toddlers or preschool children; **OR**
- Master's or Doctorate Degree in Early Childhood Education or Child Studies/Development with at least 6 months of experience working with infants, toddlers or preschool children; **OR**
- Bachelor's, Master's, or Doctorate Degree in another field with at least 12 semester hours of documented coursework in Early Childhood Education and experience working with infants, toddlers or preschool children.
- Demonstrated ability to provide technical assistance to various groups.
- Ability to work independently and collaboratively.
- Excellent oral and written communications and customer service.
- Excellent computer skills, including Microsoft programs and the Internet.
- Ability to effectively interact with diverse populations.

**Qualified candidates should submit resume and cover letter to:**

Malik Whitaker, Director  
Families, Individuals & Children Community Council  
United Way of the Midlands  
P.O. Box 152, Columbia, SC 29202  
[mwhitaker@uway.org](mailto:mwhitaker@uway.org)