

# Child Care Resource Specialist

Child Care Resource Network

Buffalo, NY

Other

Full-time

Hybrid

\$18.72 - \$19.47 an hour

Posted on March 25, 2025

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## Organization Statement

### Who We Are:

Child Care Resource Networkâ€™s mission is to promote quality, affordable, accessible care and learning for all children by supporting and empowering families, caregivers, education professionals, and employers. We are a family-friendly agency, supporting our employees and their families with excellent benefits and a commitment to making CCRN a great place to work for everyone.

### How CCRN Supports Our Employees:

- Babies at Work program to support new parents and their babies
- Access to Shared Company vehicles, to minimize wear and tear or mileage on your personal vehicle
- Generous PTO that begins accruing immediately upon employment
- 16 days of paid holiday pay, including a floating holiday
- Competitive Health insurance
- Discounted Dental and Eyeglass coverage
- Trainings, Professional Memberships, and Professional Development Classes paid for by CCRN to help your professional growth!

## Job Description

### As a Child Care Resource Specialist, You Will:

• Develop an understanding of best practices for child care businesses and aid child care businesses to follow best practices.

- Provide technical assistance and training as necessary
- Provide one-on-one and or small group assistance and onsite visits for programs who need individualized support.
- Attain and improve knowledge of grant opportunities and grant deliverables for providers.
- Promote or conduct business trainings for the quarterly training calendar thorough the service delivery area.
- Work collaboratively with OCFS and the Early Care and Learning Council on Business Specialist initiatives and attend monthly meetings.
- Assist in the creation, implementation, and evaluation of an annual Business Services & Child Care Supply work plan
- Counsel referral clients who are seeking child care
- Provide outreach presentations to providers and community partners to promote services of CCRN while seeking to establish and strengthen partnerships and collaborations.

## **Qualifications**

### **What You Will Bring to this Position:**

- Bachelor's Degree in Business or related field with one year experience in administrative support and customer service; or Associate Degree in Business or related field and three years of experience.
- Willingness to travel in Erie County
- Knowledge of early care and education.
- General knowledge of Child Care Facility System (CCFS) and Empire State Child Care Match preferred
- Efficient keyboarding, phone etiquette and filing skills.
- Ability to organize, prioritize, pay attention to detail and effectively handle multiple tasks and projects.
- Excellent human relation skills as well as the ability to communicate, orally and in writing, with a wide range of people including the current predominant linguistic, racial and ethnic populations of Erie County.
- Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to carry out assignments without direct supervision.

• Multilingual in English and Spanish or other languages that would support servicing our customers, a plus.

- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Send your resume to [hccrn@cfsbny.org](mailto:hccrn@cfsbny.org)