



Position Description – Child Care Initiatives Coordinator

Position Summary

The Child Care Initiatives Coordinator supports and advances countywide child care efforts by managing an existing child care assistance program and helping implement emerging community early childhood initiatives. This role blends direct program coordination (approximately 50%) with project management, stakeholder engagement, and systems-building work to strengthen access to high-quality, affordable child care for families and providers. This position is ideal for an organized, mission-driven professional early in their career with an interest in child care and early childhood systems.

Primary Responsibilities – Program Coordination (Approx. 50%)

- Manage eligibility, enrollment, and ongoing participation for families, child care providers, and employers participating in the Child Care Works program.
- Serve as a liaison between families, providers, employers, and program partners.
- Assist families in navigating child care subsidy and related programs.
- Maintain accurate records in compliance with grant and data privacy requirements.
- Provide high-quality customer service across all communication channels.
- Develop and maintain strong partnerships with child care providers and community agencies.
- Track data, assist with reporting, and support grant compliance.

Primary Responsibilities – Child Care Initiatives & Project Management (Approx. 50%)

- Support planning and implementation of a community Early Childhood Education (ECE) Hub.
- Coordinate timelines, tasks, and deliverables across multiple partners.
- Assist with development of resources for families and providers.
- Support the development and execution of a long-term child care advocacy strategy.
- Track policy developments and emerging funding opportunities.
- Help organize community meetings, convenings, and workgroups related to child care initiatives.
- Provide project management support for emerging early childhood initiatives.

Other Responsibilities

- Work collaboratively with colleagues and stakeholders to advance the mission and strategic objectives of the organization.
- Assist with fundraising and/or community impact events, which may fall outside standard business hours.
- Other duties as assigned

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may change based on organizational needs.

Qualifications & Skills

- Associate or bachelor's degree in early childhood education, human services, nonprofit management, or related field (or equivalent experience).
- 0–3 years of experience in early childhood, social services, nonprofit programs, or project coordination.
- Strong organizational, time management, and project coordination skills.
- Knowledge of or interest in the child care system.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office.
- Cultural competence and commitment to equity.
- Ability to work independently and collaboratively.

Compensation & Structure

- Full-time, non-exempt position.
- Reports to President & CEO
- Grant-funded position with responsibilities that may evolve over time.
- Estimated salary range: \$20 - \$25 per hour, commensurate with experience, with growth potential as initiatives expand.

Location

Columbia, Missouri (on-site)

Job Type

Full Time

Reports To

CEO & President

About Us

Heart of Missouri United Way's mission is to positively impact lives by empowering people and organizations through strategic resource investments. We envision a future where every person in our community thrives – where health, happiness, and opportunity are not

privileges. In this future, our work is no longer needed, because equity, compassion, and well-being have become the foundation of daily life.

After 80 years of service, we are embracing a transformational moment—shifting from transactional giving to cultivating mission-driven community investment. After a successful early childhood education community planning effort with individuals from business, government, nonprofits, and childcare facilities, we collectively decided that we needed this position to help advance ECE initiatives in our community.

If you're excited to join a small but mighty team committed to reimagining how we serve our community, we encourage you to apply!

What We Offer

Benefits include employer paid health, dental, Life & LTD, Paytient, Employer sponsored SEP IRA, and a generous PTO plan.

How to Apply

Submit your resume and a brief cover letter to office@uwheartmo.org. Include the position job title in the subject line. Applications will be reviewed on a rolling basis.

Heart of Missouri United Way is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants.