



Childcare Cooperative Director

Position description:

CareShare seeks a self-motivated individual with leadership and management experience, people skills, and childcare expertise to lead a pioneering organization from start-up through launch and beyond in Cincinnati, Ohio.

About CareShare:

CareShare is a parent- and worker-owned childcare cooperative that uses an innovative web-based platform to link small groups of parents with a childcare provider to care for up to five children in a family home. The CareShare model seeks to address the acute lack of reliable, affordable childcare in Cincinnati by directly matching parents with quality caregivers in an environment they help create. CareShare is committed to empowering childcare providers in the Cincinnati region and beyond with living wages, healthcare, paid time off, a democratic workplace, and opportunities for networking and workplace advancement.

Responsibilities:

The chosen candidate will be responsible for leading CareShare through its current start-up phase to its eventual launch and continued success. The **start-up phase (2-3 months)** will involve the following responsibilities:

- Systems and process development
- Caregiver and parent recruitment
- Drafting customer-care and provider contracts
- Website management
- Coordinating a Capitalization Campaign
- Bookkeeping
- Public relations (being the face of the organization)
- Partnership development

- Relationship management

The **launch phase (10-13 months)** will involve the following further responsibilities:

- Ongoing systemization of Caregiver and parent recruitment
- Human resources (e.g., vetting and interviewing caregivers, parent-caregiver relationship development and facilitation, customer service)
- Regulatory compliance (e.g., home inspections)
- Monitoring payments and bookkeeping
- Curriculum and lesson plan development

Required qualifications:

- Management skills and experience
- Strong reading, writing, and communication skills
- Collaboration and people skills
- Self-initiative and motivation
- Computer proficiency and social media savvy
- Financial management knowledge and experience

Preferred qualifications:

- Speaks English and Spanish (*strongly considered*)
- 2-5+ years of experience in the child care system
- 2+ years of experience with leading a company

Duration and compensation:

This is a full-time or part-time transitioning to full-time position. Starting salary is \$20-25/hr (\$41,600- \$52,000/yr full-time) with 2 weeks of paid time off and healthcare.

CareShare is an Equal Opportunity Employer and encourages applicants from diverse backgrounds.

To apply, please submit a resumé and cover letter via email to ellen@cincinnatiunioncoop.org