



## POSITION ANNOUNCEMENT – MARCH 2021

Family Child Care (FCC) Positions Available

### The Opportunity:

#### **Nurtury has several exciting exciting opportunities in its Family Child Care network!**

A nonprofit child care organization, Nurtury provides Greater Boston's youngest and often most vulnerable children the opportunity to reach their full potential through high quality early education and care. Nurtury is one of the city's largest nonprofit child care providers, serving over 1,000 children and their families at its five Early Education and Care Centers and its 140 affiliated Family Child Care (FCC) homes.

### The Positions:

#### **Family Partner FCC**

Serving as a key member of Nurtury's Family Child Care team and working closely with the FCC Directors in our Boston and Chelsea offices, the ideal candidate for FCC Family Partner will have a passion for serving as a liaison and champion for families and supporting FCC educators and staff in responding to family needs. Under the supervision and direction of the Family Child Care (FCC) Program Directors, the FCC Family Partner is responsible for administrative and case management activities for families in Nurtury's network of family child care homes. The FCC Family Partner serves as primary liaison to provide support and resources to families, working with FCC educators and Nurtury staff as part of the FCC team. This position supports Nurtury's Boston and Chelsea FCC offices and serves as the main point of contact between Nurtury and case managers or social workers for special populations (e.g., Department of Children & Families, Head Start, homeless or teen families).

#### **FCC Expansion Coordinator \*NEW POSITION\***

Serving as a key member of Nurtury's Family Child Care team and working closely with the FCC Directors in our Boston and Chelsea offices, the ideal candidate for FCC Expansion Coordinator will have a passion for using their own child care and business knowledge to recruit and support more educators to enter the child care sector and join Nurtury's FCC system. Reporting directly to the FCC Program Director-Chelsea (with an indirect report to the Boston FCC Program Director), the FCC Expansion Coordinator will be responsible for growing Nurtury's existing FCC network. This position will lead outreach, recruitment, and onboarding for new FCC providers to join Nurtury's FCC system and also will provide ongoing support to a cohort of Nurtury FCC Provider educators. Working closely with the FCC Directors of both Chelsea and Boston offices, this position will refine and continually evolve our strategy for recruiting and onboarding educators into Nurtury's FCC network. This will include, but is not limited to, identification and outreach with multiple recruiting sources, development of outreach tools and a tracking system, and the actual recruitment of the educators, including offering them support through EEC licensing and Nurtury contracting process.

#### **FCC Admissions Coordinator - Chelsea**

Serving as a key member of Nurtury's Family Child Care team and working closely with the FCC Directors in our Chelsea and Boston offices, the ideal candidate for FCC Admissions Coordinator in Chelsea will provide confidential administrative assistance relating to enrollment, intake, assessment and billing. Draft, produce and distribute correspondence and reports as needed. Answer phones, file, respond to inquiries, refer to appropriate staff, take messages, and relay information as needed; organize and maintain children's files, prepare and distribute related materials.

### **FCC Admissions Coordinator - Boston**

Serving as a key member of Nurtury's Family Child Care team and working closely with the FCC Directors in our Boston and Chelsea offices, the ideal candidate for FCC Admissions Coordinator in Boston, will provide confidential administrative assistance relating to enrollment, intake, assessment and billing. Draft, produce and distribute correspondence and reports as needed. Answer phones, file, respond to inquiries, refer to appropriate staff, take messages, and relay information as needed; organize and maintain children's files, prepare and distribute related materials.

### **Contact:**

Please send a cover letter and resume to Human Resources at [HR@nurturyboston.org](mailto:HR@nurturyboston.org). Click [here](#) to apply online.

### **Nurtury Overview:**

Nurtury opened its first nursery in 1878 for the children of working mothers and grew to become the first early education and care center in New England. Over time, we have broadened our approach to early education and care to include strengthening families and communities and have emerged as an industry leader, transforming our childcare services to include the delivery of high-quality educational programming to promote language, literacy, and social/emotional development of children in Greater Boston.

Nurtury is a richly diverse organization, ethnically, linguistically and culturally. Our Centers and affiliated Family Child Care homes provide a range of services including academics, social/emotional development, nutritional and comprehensive family support, and professional development for staff. Nurtury also has a legacy of leadership in advocating for standards and establishing quality assurance measures in early education and child care. The organization is committed to continually improving the services it provides to children and their families, and sees a particular opportunity for growth of its family child care system over the next years.

*Nurtury provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*