



Job Description

POSITION: Business Consultant Manager

REPORTS TO: Executive Director

AGENCY SERVICES: Oklahoma Child Care Resource & Referral Association is a nonprofit, statewide coordinating agency for the delivery of child care resource and referral services to families, providers, employers and communities.

POSITION OBJECTIVE: This position is responsible for assisting in the implementation of the Business Consultant Project. The Manager will be responsible for coordinating, training and providing technical assistance to Regional Business Consultant Specialists.

RESPONSIBILITIES:

PROJECT COORDINATION:

- Work in partnership with Regional Business Consultant Specialists to implement Business Consulting.
- Develop a strong and positive relationship with regional Business Consultant Specialists built on trust, support and follow-up by maintaining open and honest communication.
- Provide assistance with Regional hiring of Business Consultant Specialists, offer guidance and mentoring of BC Specialists.
- Monitor all regional Business Consultant programs to ensure contract requirements are met by Specialists.
- Facilitate monthly Training and Technical Assistance meetings with Business Consultant Specialists. Meetings are to include program development and implementation as well as general problem solving.
- Work in conjunction with Opportunities Exchanges to implement the developed curriculum.
- Facilitate a recurring community of practice with BC Specialists to provide support among each other and foster ongoing learning.
- Communicate with the OCCRRA Executive Director and the Regional Directors and Managers about progress of the Business Consultant Project and all problems that arise.

OTHER DUTIES:

- Develop and maintain knowledge of all programs coordinated by the Oklahoma Child Care Resource & Referral state office and support inter-program collaboration.
- Attend Regional Partner meetings when possible

- Work with OCCRRA to meet contract goals and requirements related to progress assessment and documentation of training and reporting related to participants in the program.
- Collaborate with regional business coaches, OCCRRA staff and other identified members of Oklahoma's coaching network to assist in quality improvement efforts.
- Review information about all regional programs in software database.
- Support the efforts of the Oklahoma Clearinghouse for Early Childhood Success.
- Provide training on, promote the use of and utilize the shared services platform for child care providers.
- Identify needed areas of self-improvement and actively pursue appropriate means and methods to increase effectiveness in those areas.
- Keep Executive Director updated on issues related to Business Consultant Project at the state and local levels.
- Other duties as assigned to meet position objectives and to support the Network.

QUALIFICATIONS:

- Master's degree preferred, bachelor's degree required in early childhood, education with a strong understanding of business practices and budgeting in child care or a related field
- Experience in program coordination
- Experience delivering professional development opportunities
- Experience providing one-to-one, in-person, practice based coaching, training and technical assistance
- Organization, written and oral communication skills
- Strong interpersonal skills
- Ability to work independently and as a member of a team
- Able to manage the relationship with BC Specialists, encouraging performance while not actually supervising the individual. Must be able to communicate BC Specialist performance to their D/M and discuss needed improvements
- Valid driver's license, valid automobile insurance and own vehicle to use for work
- Working knowledge of database usage, with ability to collect and record data and skills to utilize Microsoft office products
- Willing to travel extensively within state
- Flexible with work schedule, as occasional meetings and special events will be in the evening or on weekends

PHYSICAL REQUIREMENTS:

- Is constantly required to use finger dexterity as well as sufficient hand dexterity to use a computer keyboard, telephone, and be capable of reading a computer screen

- May need to remain seated for long periods of time, have the ability to perform repetitive motions and reach for objects
- Is frequently required to hold a writing instrument, communicate verbally, and hear well enough to detect nuances and receive detailed information
- May be required to grasp objects, push and pull objects, bend, stand, walk, squat or kneel
- Able to lift and carry 25 pounds
- Vision abilities include close vision for data preparation or analysis, and expansive reading

WORKING CONDITIONS:

- Will typically work indoors in a heated and air-conditioned office
- When traveling, may spend up to eight hours in a vehicle per day
- May have a mixture of natural, incandescent and fluorescent light
- Could have low to moderate noise levels

HIRING RANGE

The hiring range for this position is \$46,000 to \$50,000 per year plus fringe and benefits. OCCRRA offers a very competitive benefit package. Upon successful completion of a six month introductory period, a raise may be offered.

SUBMIT COVER LETTER, RESUME AND THREE REFERENCES BY AUGUST 15TH TO PKOOS@OKLAHOMACHILDCARE.ORG .