



We are hiring a Child Care Program Coordinator (Bilingual)!

Parents shouldn't have to turn down a good job training program just because they can't find child care at the right hours. Care That Works is building a network of child care providers to meet that need. **Join our team as a Program Coordinator and help parents and providers join the program and find the best match for them. (Must speak fluent Spanish and English.)**

Location: Boston, MA. Some in-person work is required. Some remote work is possible.
Status: Full-time, permanent position contingent on continued fundraising success.
Salary: \$60,000 to \$70,000 annually
Benefits: Highly competitive health, dental, vision, retirement, and other benefits

Apply by: October 9, 2022
Start date: November 2022
EEO: Women, LGBTQ, and people of color are encouraged to apply.
To Apply: Send a resume and cover letter to bpjobs@buildingpathwaysboston.org.

The Program Coordinator will be an employee of Building Pathways but work exclusively on the Care That Works Pilot, of which Building Pathways is a founding board member.

Responsibilities:

- Recruit parents and providers to participate in the Care That Works Pilot.
- Oversee the intake and orientation process for parents and providers when they join.
- Connect parents to providers and maintain communication to ensure their needs are met.
- Maintain our participant database and ensure key metrics are updated.
- Coordinate with partnering unions, community groups, and training programs.
- Meet weekly with supervisor to report on cases, troubleshoot, and recommend changes.

Qualifications:

- Bilingual in Spanish and English (required)
- Excellent spoken and written communications skills
- Excellent follow through and ability to meet deadlines
- Self-motivated, proactive, takes initiative to solve problems
- Able to connect to and engage with diverse populations
- Competent with Google Drive, GMail, Google Calendar, and Airtable
- Experience with family child care and/or child care policy desired but not required

About Building Pathways:

Building Pathways is a Boston-based non-profit formed to create access and opportunities for Massachusetts residents, particularly women and people of color, to enter the union building trades. BPI operates the Building Pathways Pre-Apprenticeship Program serving greater Boston and the Northeast Center for Tradeswomen's Equity serving women career-seekers across the state. Through these two programs, as well as outreach to young adults, respectful workplace training, and advocacy, BPI addresses the need to recruit and retain new talent into the industry while opening career pathways to groups that have been historically under-represented in the construction trades workforce.

About Care That Works:

The Care that Works (CTW) coalition, convened by Community Labor United, organizes community groups and labor unions to fight for an equitable child care system centered on the needs of the multi-racial working class and the diverse child care workforce. Partner organizations include Building Pathways, Brookview House, New England United for Justice, SEIU Local 509, La Colaborativa, Matahari Womens' Worker Center, Policy Group on Tradeswomen's Issues, UAW Local 1596, UAW Local 2322, North Atlantic States Regional Council of Carpenters, and BEST Hospitality Training.

About the Care That Works Pilot:

Care That Works launched a nonstandard hour child care pilot program in Boston to model our vision of a child care system that works for working people. The program enables parents to pursue careers with work hours outside 9 to 5 by eliminating one of the major barriers: affordable child care during nonstandard work hours. We have developed a network of licensed family child care providers in Boston who open as early as 5:00am to accommodate families who work in industries with nonstandard schedules (such as construction and hospitality) and those who want to gain access to careers in those industries.

See carethatworks.org for more information.