



## Wellness/Workforce Navigator

### Full-time Contractor

The mission of Lincoln Littles is to provide opportunities for all children to have access to high quality early care and education **ensuring they are ready for school and a life of learning**. Lincoln Littles is transforming the landscape of early childhood by expanding high-quality choices and supporting families, early childhood providers, teachers, businesses and our community.

### Summary of Position

The Wellness and Retention Coordinator is responsible for building relationships with community stakeholders, Lincoln Littles staff and the local childcare ecosystem to learn what it will take to retain current employees, attract and recruit future employees, and meet needs necessary to their well-being. The coordinator will meet with current childcare employees one-on-one, conduct focus groups, and learn the culture to gather data and design solutions responding to the workforce crisis. In addition, the coordinator will be expected to research similar work happening nationally and then analyze and develop immediate strategy to support the industry. The coordinator will also work with Lincoln Littles staff to design and implement a Childcare Employment Pathway in partnership with Lincoln Literacy and The American Job Center aimed at targeting individuals interested in working with children.

### Qualifications

**Education:** A bachelor's degree is required. Coordinator will possess strong interpersonal, written, and verbal presentation skills.

**Leadership:** Must demonstrate professional behavior and leadership skills in support of the mission of Lincoln Littles and portray a positive image of Lincoln Littles in the community. Commitment to professional development in the field of early childhood education and workforce strategy through webinars, journal articles, educational opportunities/training and other resources is necessary.

**Experience:** Professional Experience in community advocacy, planning, human resources or workforce development is preferred. Innovative thinking and problem solving is required.

**Other:** This position reports to the Executive Director of Lincoln Littles. Individual will work as an independent contractor with flexible hours, however most hours must take place during business day. Must have access to a vehicle, possess a valid driver's license and provide proof of insurance. This position does involve travel throughout Lincoln and may require hours outside of daytime hours. Must submit to a criminal history background check prior to being hired.

*This job description is meant to describe the general nature and duties that may be required of this position within Lincoln Littles. It is not intended to be an exhaustive list of all duties and responsibilities associated with this job. Nothing in this job description restricts your supervisor's right to assign or reassign duties and responsibilities to this job at any time. All employment relationships at Lincoln Littles are of an at-will nature and may be terminated at any time, with or without cause, and with or without notice. This job description does not constitute a contract of employment.*

**How to Apply:**

Submit resume, cover letter and any questions to:

Anne Brandt at [anne.brandt@lincolnlittles.org](mailto:anne.brandt@lincolnlittles.org)

Please submit by February 8, 2023