

Smart Start of Yadkin County
Contract Opportunity

Job Title: Planning & Development Manager for Mama Jewell's ChildPlex

Job Type: Contract

Duration: Approximately 6 months

Location: Remote/ Smart Start Office

Total Project Budget: \$15,000

Duties and Responsibilities: Mama Jewell's ChildPlex is an innovative multi-unit child care facility that will house six individually licensed child care rooms with separate owners. Shared spaces will include age-appropriate playgrounds and an inside gross motor room. Duties include developing policies and procedures for the operations of the facility, recruiting business owners and coordinating training and mentorship opportunities for them, negotiating with vendors and purchasing facility equipment and furnishings, drafting leases and developing a start-up package, ensuring that construction is aligned with licensing requirements, and marketing the facility and its new businesses. This position will report to the Smart Start Executive Director and work with the ChildPlex Steering Committee,

Qualifications include a bachelor's degree in business, Early Childhood Education, or a related major plus two years' experience in early childhood education. This person must have excellent communication skills, an ability to work independently and meet project deadlines, marketing skills, a professional and positive attitude, and community engagement and organizational skills.

For more information, contact Carolyn Choplin, Smart Start Executive Director at 336-677-1124 or carolync@yadkinchild.org.