



United Way of Anchorage

Title: Child Care Relief Fund Coordinator

Temporary, Part Time (~5 months)

15-20 hours/week

Department: Education

Supervisor: Community PLUS Schools Manager

Organization Overview: United Way of Anchorage mobilizes the community to make lasting, measurable changes in community conditions that improve lives. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, collaborative, and adaptive.

Position Overview: United Way of Anchorage administers the Municipality of Anchorage's CARES Act Childcare Relief Fund, distributing direct payments to eligible childcare providers across the Municipality, to help ameliorate the effects of the Covid-19 pandemic on families and workers. The Coordinator works to ensure timely payments to eligible providers, using an online reporting database, spreadsheets, email and/or phone communication, and careful data entry, to evaluate and approve applications.

Essential Functions/Roles & Responsibilities of the Position:

- Collaborate with Education and/or Finance team to ensure programmatic success
- Review provider applications and process completed applications
- Contact providers and assist with completion as needed to meet monthly deadlines
- Calculate payments to childcare providers and submit to finance team regularly, developing and using forms
- Track payments with assistance from finance team to ensure all qualifying providers are included
- Prepare and/or develop internal and external reports on provider applications and fund disbursement, to share within UWA and Municipality of Anchorage

- Prepare aggregated reports of provider-reported information for UWA to use in developing strategy for increasing access and equity in the early care and learning realm, in alignment with UWA goals
- Create/ prepare reports and communications to share with UWA Communications department, Municipality of Anchorage Health Department, and/or providers

Education, Skills & Qualifications:

- Proficient in Excel and MS Office suite
- Ability to quickly learn proprietary reporting system/database
- Familiarity with basic accounting processes
- Excellent customer service skills
- Self-directed; able to work independently
- Able to meet frequent deadlines
- Accuracy in data entry and attention to detail
- Verbal and written communication skills and ability to work effectively in a team environment
- Sense of humor and the flexibility to regularly incorporate feedback, and ability to create and maintain a positive, productive attitude in the face of challenges.
- Spanish speaker desired

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Place of Work: 777 Juneau St, Anchorage, AK 99501 and/or remotely as required. Parking provided.

Hours of Work: TBD, M-F

Wages: \$15-\$20/hour, DOE

To Apply: Submit letter of interest and resume to: ksullivan@ak.org

Position open until filled.