

Action for Children



Childcare Business & Quality Administrator

Columbus, OH · Full-Time · 1-Year Contract

Who We Are

Action for Children is the local childcare resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

We foster a supportive, collaborative, and mission-driven culture where staff are encouraged to bring their whole selves to work, grow professionally, and contribute meaningfully to the well-being of families and communities.

Learn more at actionforchildren.org

What You'll Do

This role supports implementation of a new grant to strengthen the stability and quality of select family childcare (FCC) programs. Working alongside the Program Manager, the Administrator coordinates across internal teams, consultants, stakeholders, and providers to make sure grant requirements and timelines are met in line with Action for Children's mission and values. The role combines project management, relationship-building, contract oversight, and continuous improvement. This is a one-year contract position, contingent on funding.

- Support implementation of a quality and small business support initiative for family childcare professionals, keeping the work aligned with grant objectives, timelines, and deliverables
- Help coordinate programming across Action for Children teams, including business supports, quality improvement coaching, and professional development
- Monitor implementation plans, calendars, and timelines, and draft required documentation and progress reports
- Facilitate communication among direct service, marketing and communications, data, and fiscal teams to track participation, outcomes, and program impact
- Support recruitment, enrollment, retention, and outreach for eligible family childcare providers
- Coordinate logistics for trainings, cohorts, and events, including scheduling, registration, and ordering materials
- Maintain organized records for contracts, participation, purchasing, and program activities, and assist with grant evaluation and reporting
- Work some evenings and weekends with advance notice

What We're Looking For

- Associate degree in public administration, business office administration, administrative assistance, nonprofit management, grant management, or a related field
- Strong project management skills, with experience in program or project administration, nonprofits, business administration, or related work
- Experience coordinating multiple timelines and priorities, and managing contracts, logistics, and administrative processes with attention to detail

- Experience with data management systems, and proficiency in Microsoft Office and virtual meeting platforms
- Strong communication skills (written, verbal, and listening), time management, and follow-through, with the ability to work independently while coordinating across teams
- Commitment to equity, respect for early care and education professionals, and an understanding of the challenges facing early childhood professionals and small business owners

Desired but not required: Familiarity with Ohio's childcare licensing and Step Up To Quality systems, experience with family childcare providers, experience with government-funded programming and compliance, or familiarity with Salesforce, Asana, or similar data management systems.

You'll Thrive Here If

You're an organized, steady project manager who keeps many moving pieces on track and follows through. You build respectful, culturally responsive relationships with providers, partners, and colleagues, and you care about helping family childcare professionals succeed.

Benefits

- **Health coverage** — Health, dental, and vision insurance starting the first of the month after 30 days
- **Generous PTO** — Vacation days, personal days, and paid holidays
- **Hybrid schedule** — Mix of remote and in-office workdays (3 days per week in person)
- **Retirement savings** — Employer match up to 1%
- **Paid parental leave** — 12 weeks fully paid for birth, adoption, and foster placements

How to Apply

Apply online at <https://www.paycomonline.net/v4/ats/web.php/portal/3E7E5ADB1EDBD6EE6581646E848F89D8/jobs/90393>. Only candidates selected for interviews will be contacted. Final candidates will complete reference and background checks.

Action for Children is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.