



Workforce Development Institute (WDI)
Child Care Program Associate – Erie County

Due to current COVID-19 restrictions, this position will operate remotely on a temporary basis and will not require travel until normal operations resume.

The Workforce Development Institute, Inc. (WDI), a 501(c)(3) non-profit organization is seeking a Child Care Program Associate to be based in Buffalo, NY. The Child Care Program Associate will represent WDI as a critical partner on the issue of child care and will provide administrative support for the Child Care Subsidy Facilitated Enrollment Program overall. Primary responsibilities include providing outreach to working families, child care subsidy application facilitation, case management, database administration, report composition and partnership building.

We are an organization that hires by demonstrated skills and experience regardless of how you attained them. Those we have hired for this position across the state have brought a diversity of backgrounds, skills and educational levels, enriching our team and our work.

The ideal candidate will be a proactive self-starter who works well with a team both locally and statewide and is flexible and adaptable with strong cultural competency skills. Candidates must possess excellent communication skills including written, verbal and public speaking; strong technical and digital skills, and attention to detail. A minimum of four years of work experience, preferably in dealing with the public, is required. A background in human services and/or early childhood education is a plus. Spanish language proficiency preferred but not required.

This position will report to the Child Care Program Manager (Syracuse, NY) and requires regular travel, locally and occasionally, statewide. This is a full-time position (35 hours) with a generous benefit package that includes medical, dental, vision, Life, STD, LTD and 403(b). Parking is provided. Send resume and cover letter by January 15th to HR@wdiny.org. We appreciate your interest in this position, however, only those who will be interviewed will be contacted. We expect the interview process to begin in January and to conclude in February.

WDI is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

For more information about WDI visit our website at www.wdiny.org.