



TITLE:	Childcare Scholarship Coordinator		
DEPARTMENT:	Community Impact	GRADE:	
IMMEDIATE SUPERVISOR:	Systems Director for Dual Generation	EXEMPTION STATUS:	Non-Exempt
DATE POSTED:	4/1/2022	EXPIRES:	Until Filled
JOB LOCATION:	San Antonio, Texas	SALARY RANGE:	\$43,000 – \$48,000

ABOUT US

United Way of San Antonio and Bexar County is dedicated to improving people’s lives by helping individuals and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes, and investing in programs and initiatives that help those in need and prevent problems from happening in the first place. Improving quality of life and advancing the greater good involves focusing in four Impact areas: 1) preparing children for kindergarten 2) encouraging students to graduate and reach their full potential 3) helping individuals and families become self-sufficient, and 4) providing a safety net of services for those in crisis.

JOB SUMMARY

Recruit scholarship applicants, manage scholar application process and support scholars through life of award and post award. In addition to implementing the day-to-day operations of the CCS Program, actively promote scholar program growth and maintenance through phone and in person calls. Maintain CCS platform and run reports as requested. Work alongside of referral agents to ensure that childcare applicants and scholars are receiving services that would aid in their program completion. Referral agents are our program advocates that assist in being our liaison in colleges, universities, and partnered agencies. The referral agents assist all potential candidates in completing their applications and providing the case coaching for the program’s scholars throughout their award.

DUTIES AND RESPONSIBILITIES

- Communicate and Advocate on Behalf of CCS program (with scholars, prospective scholars, referral agents/case managers, prospective referral agents, and Women United volunteers/donors)
- Implement day to day operations of CCS program to include application process, scholar selection process and all pre, current and post cycle activities. Report status to Women United staff, committee when applicable.
- Coordinate with the Childcare Centers to approve Payment of monthly invoices, review attendance, and ensuring program eligibility requirements are met.
- Complete Referral Agent & Scholar Reporting on a monthly basis
- Coordinate annual Scholar Receptions to include Orientation(s).
- Increase Referral (Agent) Pipeline through developing relationships with colleges, universities, and partner agencies.
- Build and maintain relationships with Referral Agents.
- Implement Scholar Events & Family Celebration Days (2 annually).

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- Support Scholar Graduation Event Activities.
 - Maintain CCS Platform to include Scholar Application Process, Scholar Award, Scholar Communication, Referral Agent Communication. Run reports upon request.
 - Support Women United Scholar Program Activities, including the mentor program.
 - Secure and maintain metrics data and provide reporting to Women United. Attend Women United Committee meetings upon request.
 - Assist in the coordination of Women United events and encouraging scholars to attend and participate as a part of the engagement strategy.
 - Fulfill other assigned duties upon request.

EDUCATION AND EXPERIENCE

- Bachelor's Degree preferred.
- Three to five years working in a professional/office setting handling complex customer service-related issues.

BENEFITS

- Employer-subsidized healthcare plan with employer-funded HRA offered
- Group dental, vision, life insurance and other insurance products available
- Paid holidays, volunteer, days, personal days and sick leave time
- 403(b) retirement plan with employer matching available

WORK ENVIRONMENT

- Normal office environment with little exposure to dust, noise and extreme temperatures.
- Reliable personal transportation required.
- Exposure to glare from a computer.
- Weekend and evening hours required
- Work remotely as indicated by environmental factors, such as COVID-19
- Lift or move up to 20 lbs
- Stoop, kneel, crouch or crawl

SPECIAL SKILLS / INFORMATION

- Strong verbal and written communication, customer service and relationship building skills
- Strong organization skills with ability to multi-task
- Ability to understand and utilize web-based applications.
- Moderate to advanced skill level with Excel, Word and Adobe Pro
- Takes initiative and makes recommendations on how to improve processes.
- Ability to interact with scholars, referral agents, volunteers and donors.

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The contents of this job description may change as deemed necessary by United Way of San Antonio and Bexar County.

APPLY

To submit your application visit <http://bit.ly/uwsajobs>.

- Applications WILL NOT be accepted via email.
- Contact uwjobs@unitedwaysatx.org should you experience problems submitting your application.

United Way of San Antonio and Bexar County is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information or any other status protected by federal, state or local law.

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