



Missoula Child Care Advantage Site Coordinator (Part-Time)

United Way of Missoula County

Location: Cold Springs School, Missoula, MT and United Way of Missoula County office

Reports to: Missoula Child Care Advantage Coordinator

Position Type: Part-Time

Position Overview:

The Missoula Child Care Advantage (MCCA) Site coordinator is a key role responsible for coordinating and managing the Cold Springs child care site. The Site Coordinator, an employee of United Way of Missoula County, will serve as the primary point of contact for child care provider tenants, act as a property manager for the site, and work closely with the MCCA landlord, Missoula County Public Schools (MCPS) to address any operational needs. This position requires an individual who is organized, solution-oriented, and able to collaborate effectively with tenants, community stakeholders, staff colleagues, and public school representatives.

Key Responsibilities:

1. Site Coordination & Management:

- Serve as the site coordinator for the Cold Springs child care site, ensuring the smooth daily operations of the property.
- Act as a liaison between the child care providers, tenants, and other stakeholders involved in the site's operations.
- Ensure that the property is maintained to high standards, and address any facility-related issues or concerns promptly.
- Oversee any site-specific programming or events, ensuring alignment with MCCA's goals and objectives.

2. Property Management:

- Manage the physical space and identify any safety, cleanliness, or other facility concerns.

- Coordinate repairs and maintenance requests in collaboration with building contractors or MCPS.
 - Address and resolve any tenant-related property issues (e.g., lease violations, space usage concerns).
- 3. Tenant Relations:**
- Serve as the primary point of contact for child care provider tenants at the Cold Springs site.
 - Facilitate open communication with tenants, ensuring they have the support and resources needed to operate effectively.
 - Assist tenants with any lease-related questions, concerns, or issues.
- 4. Lease Negotiation with Missoula County Public Schools:**
- Work to negotiate the current lease terms and address any lease modifications or updates.
 - Collaborate with MCPS to ensure that lease agreements are favorable for both the school district and the tenants, and aligned with MCCA's objectives.
 - Monitor lease compliance and ensure timely renewals or amendments as required.
- 5. Collaboration & Reporting:**
- Attend and contribute to regular MCCA team meetings, providing updates on site operations and tenant needs.
 - Work closely with MCCA leadership to ensure the site is aligned with broader programmatic goals.
 - Provide regular reports and updates to MCPS and other stakeholders as required.
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Required Qualifications:

- High school diploma or equivalent required; Associate's or Bachelor's degree in a related field (e.g., business administration, real estate, social services) preferred.
 - Previous experience in property management, tenant relations, or community coordination strongly preferred.
 - Strong organizational skills and ability to manage multiple tasks simultaneously.
 - Excellent communication and interpersonal skills, with the ability to work effectively with diverse groups of people.
 - Experience negotiating contracts or leases is a plus.
 - Ability to address and resolve issues quickly and professionally.
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Additional Skills:

- Problem-solving mindset with the ability to adapt to changing priorities.

- Proficiency in Google workspace (gmail, drive, docs, etc.) and Microsoft Office Suite (Word, Excel, Outlook, etc.)
 - Ability to maintain confidentiality and handle sensitive information appropriately.
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Compensation:

The position is part-time, with a flexible schedule that may vary based on site needs at \$22/hour.

To apply:

Please send your resume and cover letter to info@missoulaunitedway.org. This job will be open until filled.

United Way of Missoula County is an equal opportunity employer. We encourage people of color, indigenous people, members of the LGBTQ+ community, and people with disabilities to apply.

We acknowledge with gratitude that we live and work on the traditional and current homelands of the Séliš (Bitterroot Salish), Ktunaxa (Kootenai), and Qlispé (Kalispell), along with the Siksikaitstapi (Blackfoot Confederacy), Nimíipuu (Nez Perce) and other tribal nations.