



# Join Our Team: Nutrition Services Specialist

## Support Family Child Care Providers. Strengthen Nutrition. Make an Impact.

The **Child Care Resource Center (CCRC)** is seeking a passionate and relationship-focused **CACFP Family Child Care Specialist** to support licensed family child care businesses participating in the Child and Adult Care Food Program (CACFP). Through training, technical assistance, compliance support, and business coaching, this position helps providers serve nutritious meals, maintain USDA federal program compliance, and build sustainable child care businesses.

As a Specialist, you will partner directly with family child care providers throughout our service area, helping them navigate USDA federal program requirements, improve operations, leverage technology, and maximize the benefits of CACFP participation. This role combines fieldwork, home visits, and office or hybrid responsibilities while offering the opportunity to build meaningful relationships and make a lasting difference in the lives of children and providers.

| What You'll Do                                                                                                           | What We're Looking For                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Support a caseload of family child care providers participating in CACFP and help them achieve monthly claiming success. | Associate degree required                                                                                  |
| Train, onboard, and provide ongoing technical assistance to providers.                                                   | Experience in CACFP, food service, finance or program administration                                       |
| Conduct monitoring visits, audits, and compliance reviews to ensure program integrity.                                   | Highly organized with strong attention to detail and data accuracy.                                        |
| Review applications, menus, attendance records, and claims for accuracy and compliance.                                  | Ability to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment. |
| Use data and reporting tools to identify opportunities for program growth and improvement.                               | Adaptable, solution-focused, and committed to helping family home providers succeed.                       |
| Build strong relationships with providers to strengthen nutrition practices and business success.                        |                                                                                                            |
| Collaborate with internal teams to expand and strengthen nutrition services.                                             |                                                                                                            |



### Full-Time Position

- Salary: \$40,000-\$45,000 annually
- Medical insurance (CCRC pays a portion of premiums)
- Employer-paid life insurance
- 403(b) retirement plan
- Paid sick leave
- Paid vacation time
- Employee Assistance Program (EAP)

### Core Values:

Every Interaction Matters - **RELATIONSHIPS**  
Committed to expanding and sharing **KNOWLEDGE**  
**INNOVATIVE** in serving our community  
**INTEGRITY** in our daily interactions  
**TRUST** earned with every action

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## Apply Today

If you're passionate about nutrition, supporting small businesses, building relationships, and helping family child care providers thrive, we'd love to hear from you.

Email: [JDodge@ccrcinc.com](mailto:JDodge@ccrcinc.com) your resume.

**The Child Care Resource Center is an Equal Opportunity Employer.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, veteran status, disability, or any other protected status.