



Job Summary of Meeting House Consultant

Expert FCC providers will provide support and resources to new and inexperienced FCC providers and lead regionally-based Learning Communities within one of the 6 Meeting House areas. Meeting Houses are expected to run virtually via Zoom until further notice. *This position is grant-funded for 18 months with potential for extension with future funding.*

Meeting House Areas:

- Southwest
- South
- West
- Northwest
- North
- Northeast

To Apply:

Please send the following to Sherki Cohen at scohen@1199ctraining.org:

1. A current resume
2. A one paragraph statement of your interest in the position of Meeting House Consultant
3. Two references including email or phone number

JOB RESPONSIBILITIES

- ❖ Manage Meeting House as a safe space for FCC providers.
- ❖ Provide one-on-one technical assistance to FCC providers and assist them with creating and achieving program goals.
- ❖ Facilitate access to training, professional development, resources, and access to materials.
- ❖ Host regular networking events for FCC providers.
- ❖ Track FCC providers' attendance, participation, referrals to service delivery agencies, and satisfaction with forms provided by PFCCC.
- ❖ 3-5 hours a week including technical assistance and regular networking meetings.
- ❖ Participation in Meeting House Consultant orientation and ongoing professional development opportunities for Meeting House Consultants.

JOB SKILLS & QUALIFICATIONS

- ❖ Three-to-five years' experience managing a family child care program
- ❖ Minimum of an Associates in Early Childhood Education or related field preferred or working towards a degree or credential in Early Childhood Education or related field
- ❖ Pennsylvania Keystone STAR 3 or STAR 4 level preferred
- ❖ Located and knowledgeable about the community you will serve
- ❖ Strong leadership skills and experience
- ❖ Excellent organizational, oral, and written communication skills

*We will consider applicants who do not meet the above requirements if they have demonstrated commitment to the profession of family child care.

Philadelphia Family Child Care Consortium (PFCCC/Pipeline): Project Summary



The PFCCC aims to advocate for and provide guidance around a cohesive and sound pathway for family child care (FCC) providers to acquire and maintain high-quality educational programs and sustainable businesses.

The PFCCC will strengthen coordination and alignment of services for FCC providers across community agencies and organizations, improve communication and advocacy, and create new partnership opportunities, all to support FCC providers in improving quality and sustainability.

The PFCCC will facilitate access to services and supports that FCC providers seek and that meet their needs. The project will also support the movement of FCC providers through the pipeline of supports that help providers engage in pre-licensing activities to licensing to advancement in Keystone STARS and beyond.

Agencies and community partners across the city of Philadelphia will contribute to this project through their continuing supports for FCC providers, through actively supporting the referral process across agencies, and through open communication and sharing about new and existing opportunities for professional development, training, quality improvement, and business supports for FCC providers.

PFCCC Structure

The PFCCC will consist of 6 “Meeting Houses” in distinct regions of Philadelphia. Meeting Houses will serve as local community-based hubs where FCC providers can obtain needed information to help their FCC programs grow and offer quality care to children, families, and communities. The Meeting Houses will also provide opportunities for FCC providers to share, connect, and network with other FCC providers through regular monthly meetings.

Each Meeting House will be staffed by a Meeting House Consultant or consultants who are current or former FCC providers. Meeting House Consultants will serve as resource brokers for FCC. They will hold office hours on a weekly basis to respond to FCC provider inquiries and needs, ultimately connecting FCC providers to needed resources.

The PFCCC will be supported by a central website managed by the District 1199C Training & Upgrading Fund. The Philadelphia Early Learning Resource Center (ELRC) will support the PFCCC through information sharing and ongoing support to Meeting House Managers. Other community agency partners will support the work of the PFCCC through the strengthening and development of supports that meet the needs of FCC providers in Philadelphia.

PFCCC Governance

The PFCCC will be led by the Pipeline Leadership Group consisting of FCC provider leaders in collaboration with a select group of community agency partners. Together these leaders will guide the direction of the PFCCC, the development and hiring of Meeting Houses and consultants, and will guide quality oversight for the project.