



Help Strengthen the Voice of Forsyth County's Child Care Providers

Early Childhood Network Association and Advocacy Coordinator

Part-Time Independent Contractor | Forsyth County, NC

Compensation: \$900–\$1,100 per month | Contract term: Up to 12 months

Are you a skilled organizer, communicator, or advocate who believes child care providers should have a strong voice in the decisions that affect their profession?

Smart Start of Forsyth County is seeking an energetic and community-focused independent contractor to support the Forsyth County Early Childhood Network—a provider-led membership and advocacy organization dedicated to strengthening child care centers, family child care homes, and other early childhood programs serving children from birth through age 8.

Forsyth County has 152 licensed early childhood facilities serving approximately 5,723 children under age 6. This contractor will help providers across the county connect, organize, communicate, and advocate for the resources and policies needed to support children, families, educators, and child care businesses.

This is an exciting opportunity to help strengthen a growing provider-led organization and make a meaningful difference in Forsyth County's early childhood system.

What You Will Do

Working in a support role under the direction of the Network's Board and officers, the contractor will:

- Coordinate and support Board and membership meetings.
- Recruit and engage child care centers, family child care homes, and other eligible early childhood providers.
- Strengthen membership participation, communication, and retention.
- Develop newsletters, meeting notices, membership updates, and outreach materials.
- Conduct provider listening sessions, surveys, and other engagement activities.
- Help translate provider concerns into a clear, provider-informed advocacy agenda.
- Coordinate civic-engagement and advocacy training.
- Support community forums and opportunities for providers to communicate with policymakers and community leaders.
- Build relationships with organizations and stakeholders that support early childhood programs.
- Help develop strategies for the Network's long-term growth and sustainability.
- Maintain accurate membership and activity records.
- Submit monthly reports documenting progress, participation, and outcomes.

The contractor must ensure that child care centers and family child care homes are represented equitably throughout the Network's membership, leadership, engagement, and advocacy activities.

Smart Start of Forsyth County, Inc.

155 Sunnynoll Ct. Suite 300
Winston-Salem, NC 27106

Office: 336.725.6011 • ssfc@smartstart-fc.org

Smart Start of Forsyth County is a registered 501(c)(3) nonprofit organization, and contributions are tax-deductible to the extent permitted by law. SSFC's tax identification number is 56-1899564.





Who We Are Looking For

The ideal contractor is a relationship builder who can turn ideas into action and help people work toward a shared purpose. Competitive candidates will demonstrate:

- Experience supporting a membership association, nonprofit organization, coalition, or advocacy initiative.
- Knowledge of child care centers, family child care homes, or the broader early childhood system.
- Strong written communication, organization, outreach, and facilitation skills.
- Experience working with volunteer boards or community-led organizations.
- The ability to engage providers from different backgrounds and program types.
- The ability to work independently, manage deadlines, and complete agreed-upon deliverables.
- Flexibility to attend occasional evening meetings and community events.

Experience as an early childhood provider, educator, administrator, community organizer, or advocate is strongly preferred.

Contract Structure

This is a flexible, part-time independent contractor opportunity. Compensation will range from **\$900 to \$1,100 per month**, depending on experience, qualifications, and the final scope of services. The contract may extend for up to 12 months and will include clearly defined monthly deliverables and reporting requirements.

The contractor will not direct or govern the Network. The Network's provider-led Board, officers, and members will continue to establish priorities, make decisions, and lead the organization. Smart Start of Forsyth County will serve as the fiscal agent and administrative partner.

Why This Opportunity Matters

Child care providers play an essential role in our community's health, development, education, and economic stability. This position offers the opportunity to help providers build stronger connections, increase their collective influence, and shape solutions that reflect their experiences.

If you are ready to help elevate provider voices and strengthen early childhood programs throughout Forsyth County, we encourage you to apply.

How to Apply

Interested candidates should visit the **Smart Start of Forsyth County website at www.smartstart-fc.org** for application instructions.

Questions about the opportunity may be directed to **Marvin Fulwood at MarvinF@smartstart-fc.org**.

Smart Start of Forsyth County welcomes interest from qualified individuals representing diverse backgrounds, experiences, and perspectives.

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