

**Bilingual Client Services Coordinator-Reception**

Would you like to earn competitive pay while helping families and childcare providers in your community? We offer that, generous paid time off, fully covered benefits, and more!

**The Agency:**

Child Care Coordinating Council (4Cs of San Mateo County) has been a leader in the ECE and childcare field for over 40 years and has been recognized by others in the field as a driving force in the community.

* We offer education and assistance to childcare providers, financial assistance to families in need, and help families advocate for better childcare to help children learn and grow.
* We offer great benefits.
* We believe in a work-life balance.

**The Position:**

* We’re looking for a candidate with a minimum high school diploma, excellent office and customer service skills, and a strong desire to help our community.
* Must enjoy working with families and childcare providers in person and on the phone.
* You will be offering internal support to all facets of the agency, processing mail, answering phones and greeting clients.
* In partnership with our Resource & Referral coordinator, you will assist families in their search for childcare and resource referrals.
* Bilingual Spanish-English required.

**The Benefits:**

* Competitive Pay
* 15 Days PTO, 12 paid holidays and 2 floating holidays
* Fully paid Medical/Dental/Vision

**The Location:**

We are located in Redwood Shores just off Highway 101, close to Oracle, many community parks and places to eat.

**Why Should You Apply?**

* Competitive pay.
* Great work environment and location.
* Excellent benefits.
* 15 days PTO and 12 paid holidays.

**Interested?**

Please contact us.

Via email at: gallen@sanmateo4cs.org

Via mail at 330 Twin Dolphin Dr.#119, Redwood City, CA.94065

On our website at: [www.sanmateo4cs.org](http://www.sanmateo4cs.org)