



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:

- \$21-\$22/hour
- 15 Days PTO, 12 paid holidays and 2 floating holidays
- Fully paid Medical/Dental/Vision
- \$1000 hiring bonus (paid after 3 and 6 six months of successful employment)

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

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

On our website at: www.sanmateo4cs.org

The full job description can be found here.

