

Right At School provides exceptional student enrichment programs to students across the country. Just named an INC. 5000 fastest growing company, Right At School is looking for a passionate and driven individual to help us continue our growth trajectory. If you share our passion for providing great educational opportunities to students, we would love for you to join our team at the central office in Evanston, Illinois!

Job Title

Licensing Specialist

Category

Full-time exempt, 40 hours per week min., benefits-eligible first of month following 60 day probationary period

Reports to

Licensing Manager

Position Summary

Under the direction of the Licensing Manager within the Department of Education and Training, the Licensing Specialist will be responsible for research, applications, inspections, record-keeping, and compliance for Right At School programs requiring state childcare licensing and/or 3rd party payment.

Organizational Duties and Responsibilities

- Provide research, consultation, application content, and compliance monitoring of state licensing and 3rd party payment regulations for RAS programs and new business opportunities.
- Establish and maintain positive, highly professional working relationships with internal and external partners to support organization-wide compliance, efficiencies, and mission fulfillment.
- Help create and maintain databases and other record-keeping methods to track state specific regulations and compliance information for multiple stakeholders.
- Provide on-going technical assistance and consultation within RAS regarding licensing and 3rd party payment.
- Periodically travel within U.S. as needed for licensing application and inspection requirements.

Knowledge, Skills & Experience

- Demonstrated excellence with verbal/written communication skills, attention to detail, and timely completion of duties
- Highly organized but also interpersonally flexible and systematically adaptable for continual improvement and collaboration
- Self-motivated and efficient, with good business judgment and analytical skills
- Ability to efficiently manage large workload and react promptly to multiple deadlines while meeting personal and team objectives
- Ability to work independently but also to consult and defer when needed
- Consistent professional demeanor with all stakeholders, internal and external, regardless of pressure

- Basic Microsoft Office, Word, Excel, Google Docs and Adobe Professional skills; ability to learn new systems quickly
- Ability to work in a dynamic, fast paced environment and adapt quickly to changing priorities
- Must be able to handle and maintain confidential information and documentation

Education Requirements

- Bachelor's degree with 15 semester hours in child development, early childhood, elementary education, recreation, or related coursework

Preferred Qualifications

- CPR/First Aid certification
- 3+ years' experience in the provision of licensed child care services with involvement in childcare licensing application, program compliance, inspections, and renewal preferred
- Previous experience with 3rd party payment or legal terminology a plus

Minimum Hours & Office

M-F, 8am-4pm, Evanston, IL (near public transportation, parking currently provided)

Additional hours as needed related to deadlines and travel

Position start date

February 1, 2017

To Apply

Submit resume to: Michele.Wilkens@rightatschool.com

Right At School is an Equal Opportunity Employer