



Hilltop Children's  
Center  
Building on the  
wonders of childhood

---

*A licensed and accredited  
child care center  
partnering with families  
in Seattle for over 30  
years.*

---

*Hilltop is a place where:  
children are valued for  
their ability to do  
meaningful work, their  
wonder and curiosity, their  
perspectives, and their  
ability to play; families are  
valued for their bonds and  
traditions, their ability to  
play, and their  
commitment to work,  
home, and community,  
their dreams for their  
children; and staff are  
recognized for their vision,  
their delight in children,  
their skills and knowledge,  
and commitment to  
families.*

---

**4 Nickerson Street  
Suite 100  
Seattle, WA 98109  
206.283.3100**

---

## **Program Coordinator Position – 40 hours/week**

Join us on one of the best journeys of one's life – engaging with children in their early phase of development! Hilltop is looking for a professional with experience in education, supervision, and advocacy in children's issues (aged two to ten) to round out the administrative team. Hilltop has been operating since 1971 and is an organization committed to professional growth of staff and strong partnerships with our families and outside communities.

The Program Coordinator is the point person for teachers and families at Hilltop Children's Center; he/she will oversee program functions and provides resources for families; hires, trains, and supervises teaching staff of 20 as well as substitutes and work study students, and manages the center's schedule.

Our ideal candidate is a fierce advocate for children, a strong manager and has excellent verbal and written communication skills. Ability to prioritize and organize are crucial. A sense of humor is strongly desired. Professionals with experience in DEL licensing, emergent curriculum, child development, anti-bias learning, and NAYEC credentialing are encouraged to apply. Basic Excel skills are required.

Bachelors in education required; Masters preferred.  
Seven years or more of related experience in Early or Elementary Education.  
Two or more years of program management and/or supervising staff.

Must be able to start by early October at the latest.

Salary range competitive, depending on experience and education..  
Generous vacation/sick/holiday leave.

### **Employment Statement**

Hilltop is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment that is free from discrimination and harassment, and where employees are treated with respect and dignity.