# CED Corps Member Position Description

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| **Position Title:** Child Care Coalition Facilitator | **Host Site:** Develop Iosco, Incorporated |
| **Position Type:** Full time, 1700 hours | **Site Supervisor:** Jennifer Riggs, Executive Director |
| **Slot Type:** Full term (11 months) | **Hours:** Full-time placement - 40 hours/wk |
| **Dates of Service:** Fall 2026-Fall 2027 | **Stipend:** $40,000 |

**CED Corps:**

CEDAM is seeking ten CED Corps members for the 2026-27 program year to be placed within host organizations in Michigan to effect positive change for residents, gain community development and economic development experience, and lead impactful local projects.

CED Corps members will serve full time in their host organizations during their 11 month term starting October 2026. CED Corps members will work directly with their host organization to implement planning and zoning best practices, increase community engagement, and support cross-collaboration at the local level.

As a CED Corps member, the added capacity you'll provide your host organization will allow them to achieve the community development goals they've set. This work supports the goals outlined by host organizations to improve the lives of the residents they serve for the better!

**About the Host Organization:**

Join Develop Iosco and help shape the future of child care across rural Northeast Michigan. The CED Corps Fellow will support and facilitate the 11-county Sunrise Side Regional Child Care Coalition, bringing together child care business owners, families, employers, and community partners to turn local needs into regional solutions. This is an opportunity to gain hands-on community economic development experience while helping build a sustainable, community-anchored early childhood system that strengthens families, businesses, and rural communities.

**CED Corps Member Role and Responsibilities:**

- Facilitate and coordinate the 11-county Sunrise Side Regional Child Care Coalition, including Coalition meetings, workgroups, partner communication, follow-up, and implementation of identified priorities.
- Engage child care business owners, parents and families, employers, and community partners through direct outreach, meetings, surveys, and community conversations to ensure regional strategies reflect local needs and experiences.
- Support the transition from short-term child care pilot projects to sustainable regional strategies by helping develop partnerships, identify resources, coordinate projects, and advance long-term sustainability efforts.
- Strengthen communication and collaboration across the 11-county region by connecting partners with resources, sharing information and opportunities, documenting progress, and helping communities learn from one another.
- Support implementation and evaluation of Coalition initiatives by tracking activities and outcomes, assisting with grant-funded projects and reporting, and helping translate Coalition

priorities into actionable projects that strengthen child care businesses and improve access to affordable, high-quality care.

Participate in CED Corps member development through shared learning and collaboration activities, including an in-person orientation and final gathering. The CED Corps will also meet for monthly virtual trainings, and are expected to participate in one National Day of Service during their term.

**Evaluation and Reporting:**

- Members will complete midpoint and final evaluations over the course of their service term.
- Members will also submit bi-weekly timesheets, monthly reports, and quarterly narrative reports.

**Preferred Qualifications:**

The appropriate candidate will have a desire for service, strong interest and/or background in community economic development, planning, coalition building and/or community organizing, and communications or a combination of such interests. The appropriate candidate must possess strong verbal and written communication skills, excellent attention to detail, the ability to work within a team or as an individual and be familiar with the Microsoft Office suite and Google Applications. CED Corps members are required to work the standard office hours of their host organizations.

The following skills are required of all members:

***No specific background or degree is required of CED Corps members!*** But a minimum of 2 years of experience in these types of situations in conjunction with some post secondary education is essential for success:

- Experience facilitating a meeting with people who have more experience than them
- Complete their work without someone reminding them to do it
- Experience overcoming obstacles in work situations in the past
- Experience managing multiple professional relationships
- Comfortable working outside of the typical 9 am - 5 pm to attend community events
- Ability to use or teach oneself new software in a fast-paced role with little oversight

**Minimum Qualifications:**

- Be 17 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident

**Compensation:**

CED Corps members must have their own means of travel within their community. Members will receive a living allowance of $40,000 distributed in even increments, bi-weekly. Members will receive student loan forbearance for qualified loans, health care benefits, child care assistance upon eligibility, and continual professional development. Upon successful completion of service, an education award in the amount of $7,395 will be issued. Members will serve approximately 40 hours per week (a total of 1,700

hours during the service term). This position requires some statewide travel for CEDAM-required events & training; mileage to and from CEDAM required events will be reimbursed by CEDAM.

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