



Association romande de conseils  
aux entreprises sur la garde d'enfants

## Social Coordinating Assistant – 6 months 70-80%

### ARCE Children Day Care service

Our association offers an informative service and advices on childcare for children 0-12 years in cantons of Geneva ,Vaud and neighboring France for a network of 30 companies.

#### Our Mission :

- Study measures that would be favorable to conciliate time for HR
- Guide, assist, and research the different existing possibilities that are best adapted for each family's situation
- Develop daycare centers by collecting private or public funding with inter-companies solutions
- Consult and create private or public partnerships
- We also provide improvements as to promote equal opportunities between women and men in their professional lives, and develop projects

Our Children DayCare service provides information and advice on childcare to help parents balancing their professional life with their children's well-being with :

Day care centers – nurseries/kindergardens (List of institutions, How to enroll,...) and Private Schools

Day mothers (Contacts' details of the organisations/ networks

Looking for nannies and hiring process, Baby-sitting and au-pair

Assist families with their research for alternative solutions and with the administrative process

#### Internship's description and goal:

You will learn the different social systems and aspects of childcare in different Swiss and French regions. You will learn how to assist and coach families to find the best solution and give them advices.

How to work as a team as well as independently and help the team in the following tasks :

- Search for solutions or alternatives for French and English-speaking clients
- Advise, inform, and assist families with their search for children day care
- Handle annual requests and a hotline, insure and plan families' follow-ups
- Assist in managing a network of babysitters and nannies for families (set up the contact) and hiring process
- Provide support on various administrative tasks, statistics of applications, accounting entries and emails.
- Develop projects regarding work life-balance.

#### Your profile :

- Bachelor holder or with a Swiss HES in human sciences
- Able to provide information on the association's services
- Writing skills both in French and English (C1 standard European levels for English),
- Excellent command of pack office (excel, word)
- Interest for school systems and childhood in Switzerland and France
- Methodical, organized and independent
- Empathic and human/clients service-oriented

Starting ASAP

Please send us your complete application in English (cv, cover letter and references) at [info@crechesentreprises.org](mailto:info@crechesentreprises.org)

6 months Paid internship : salary and working days to be discussed

More information on our website : [www.crechesentreprises.org](http://www.crechesentreprises.org)