

### Child Care Specialist (Part-Time)

Child Care Connection, a private, non-profit agency, has an opening for an experienced human services or early care and education professional. Join the Referral team in providing a range of technical assistance, comprehensive dependent care services, and child care resources for families.

Responsibilities include representing the agency at community events and providing detailed, timely communication in both verbal and written form.

#### Requirements:

- BA in early childhood, education or human services-related field
- Experience/knowledge of parent/family support, early care services
- Experience presenting at community events
- Working knowledge of child development and developmentally appropriate practice
- Experience collecting, organizing, recording, and processing detailed information
- Ability to establish and maintain effective working relationships with members of a multidisciplinary team

#### Skills:

- Excellent customer service
- High level of attention to detail and accuracy
- Strong writing and data entry skills
- Strong computer/technology skills
- Strong interpersonal communication skills
- Time management skills
- Presentation skills
- Proficiency in MS Office (MS Word, Excel, PowerPoint, and database operations)
- Flexibility
- Knowledge of State software programs a plus
- Bilingual in Spanish a plus

Hours: 21-25/week    Rate: \$21/hour    Status: Exempt