



Temporary Enrollment Specialist

Pay Rate: \$18.01/hour

Hours per week: 40

Weeks per year: Ends on August 31, 2021

Community Services for Children, Inc. (CSC) is seeking a new team-member who is energetic looking for a rewarding career as a Temporary Enrollment Specialist. The position provides outreach, recruitment, enrollment and data entry for Head Start, Early Head Start, and Pre-K Count programs. We are a large, well-established, high performing organization located in the heart of the Leigh Valley. Selected as a 2015, 2017, and 2020 Top Workplace, CSC is a leader in early childhood education.

NOTE: This is a fulltime temporary position, which will conclude at the end of August 31, 2021. Temporary employees are not eligible for medical, dental, prescription, and voluntary benefits nor sick, personal, and holiday leave.

Job Description:

- Maintain accurate information and files as required by Head Start/Early Head Start regulations and standards
- Ensure timely completion of data entry for all required programs
- Trains staff on the Head Start Prenatal to Five software information system and organizes/prioritizes data entry assignments for delegation
- Develop and coordinate reports for state and federal reporting
- Engage in outreach activities to develop and nurture relationships with community groups, service providers, and agencies
- Maintain inventory of outreach materials

Requirements:

- Associate's degree in Business, Computer Science, or related field and/or Microsoft User Specialist Certification
- Bilingual (English/Spanish) preferred
- 2 years' experience in data entry
- Advanced computer knowledge and experience with information management systems
- Strong communication/interpersonal/ organizational skills
- Valid driver's license and full time use of car
- May be require to work some flexible hours to meet program needs, including being able to work 2-3 evenings per week and occasional Saturdays

Please visit Community Services for Children's website at www.cscinc.org and click on the career link at the top of the page to learn more about our career opportunities.