

Work Study Job Description

Job Title	Professional Development Data and Administrative Specialist
Organization Name	Child Care Resources
Job Location	International District
Address	1225 S Weller St Ste 300 Seattle Washington 98144
Pay Rate	\$12 - \$15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Caleb Richmond
Phone Number	2063291011
Email Address	richmond@childcare.org
Website	http://childcare.org/

Nature of Organization

Since 1990, Child Care Resources has been promoting school readiness, a stable community and equity for children by building a quality child care system.

Duties and Responsibilities

The Professional Development Data and Administrative Specialist takes primary responsibility for accurately entering data into the two main professional development databases, analyzing this data and providing summaries of this data. In addition, tasks will include assembling training packets, managing mailing and email lists, client reminder calls and updating client contact information. The Professional Development Data and Administrative Specialist will work directly with the professional development team.

Minimum Qualifications

- Excellent data entry skills, including accuracy and ability to organize and meet deadlines
- Strong knowledge of Microsoft Office and ability to learn new databases
- Ability to work independently as well as in a team environment
- Ability to compile data and analyze
- Strong problem solving skills and flexibility
- Commitment to diversity, cultural relevancy and inclusion
- Commitment to and ability to maintain confidentiality of client data
- Must be able to pass a criminal background check

Educational Benefits

Students will learn about how a non-profit human service organization operates, continuing professional development in the Early Learning field and early learning education in general. The student will experience an entry level position in a successful program and organization. Students will also develop an understanding of the expectations of government funders and the importance of providing quality data in order to maintain funding to do important nonprofit work.

How to Apply

Email a resume and cover letter to communications@childcare.org

Job Number: 75CHCR02 | Category: Office & Administrative | Program: Federal | Reimbursement Rate: 75%