

## Work Study Job Description

<b>Job Title</b>	Professional Development Data and Administrative Specialist
<b>Organization Name</b>	Child Care Resources
<b>Job Location</b>	International District
<b>Address</b>	1225 S. Weller St. Ste 300 Seattle Washington 98144
<b>Pay Rate</b>	\$12 - \$15
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Caleb Richmond
<b>Phone Number</b>	206 329-1011
<b>Email Address</b>	richmond@childcare.org
<b>Website</b>	<a href="http://childcare.org/">http://childcare.org/</a>

### 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**

Please submit a resume and cover letter to [communications@childcare.org](mailto:communications@childcare.org)

---

Job Number: 75CHCR02 | Category: Office & Administrative | Program: Community Service - FED |  
Reimbursement Rate: 75%