

## **Dependent Care Specialist (Part-time):**

Child Care Connection, a private, non-profit agency has an opening for an experienced human service or early care and education professional. Join the Referral team in providing a range of technical assistance, comprehensive services, and dependent care services and consultation to child care programs and families. Responsibilities include representing the agency at visibility events. The position requires detailed, timely, comprehensive communication in both verbal and written form.

### Requirements:

- BA in early childhood, education, or human services-related field from an accredited college or university.
- Experience/knowledge of parent/family support, early care services, community events and engagement.
- Working knowledge of child development and developmentally appropriate practice.
- Excellent customer service, interpersonal communication, time management, and presentation skills.
- Ability to establish and maintain effective working relationships with others on a multidisciplinary team.
- Proficiency in MS Office Suite - MS Word, Excel, PowerPoint, and database maintenance.
- Bilingual in Spanish a plus.

Hours: 18-21/week