

**Child Care Council, Inc. Job Posting:  
Enrollment Specialist**

**Interested in helping child care providers deliver the best possible care?  
We have a career opportunity for you.**

Child Care Council, Inc. is a non-profit organization dedicated to improving the quality of child care in Monroe, Livingston, and Wayne counties. Our Legally Exempt Team – which provides health and safety inspections, monitoring, and training of 20 percent of enrolled providers – is looking for an Enrollment Specialist to:

- Manage enrollment applications to ensure that the providers reach and maintain compliance with health and safety requirements of the New York State Office of Children and Family Services
- Monitor and support providers through excellent customer service, such as telephone contact, face-to-face interactions, training opportunities, and ongoing technical assistance

**Minimum Qualifications**

- Bachelor's degree in early childhood education or a directly related field of study with 24 credits in early childhood or child development *or* a bachelor's degree in an unrelated field with 12 credits in early childhood, child development or childhood related course work
- 3 -5 years professional experience in the Early Care and Learning Field
- Must be eligible and willing to apply for and receive the New York State Trainer's Credential within one year of employment start date

**Special Requirements**

- High-quality, diligent work ethic, in both attitude and productivity
- Extremely detail-oriented, with strict attention to required New York State regulations and all task deadlines
- Exemplary organizational and file/document maintenance skills
- Ability to work as part of a team but also self-reliant in initiating and completing work independently
- Excellent verbal and written communication skills

- Capable of working efficiently in a fast-paced environment
- Comfortable meeting and working with new people from diverse cultural and social backgrounds
- Excellent working knowledge of computer programs including, but not limited to, Word, Excel, Outlook, PowerPoint, and Publisher
- Ability to learn new computer programs and systems
- Ability, comfort, and willingness to provide educational programs, technical assistance, and support; in the evening (usually from 6:30 p.m. to 9 p.m.) and on occasional Saturdays
- Maintain constant availability of a reliable vehicle
- Maintain a clean driving record

### **Additional Responsibilities**

- Take initiative to learn about and clearly understand all Council programs and serve as a team member to promote the Council's mission and vision
- Maintain exemplary customer service relationships with external customers and internal staff
- Learn about and effectively communicate information about all Council programs and services to share with child care providers and to provide referrals as appropriate
- Present training programs, make community presentations, and work at community visibility events
- Accept all other assignments as needed to support the work of the Council

### **Salary / Benefits**

- The salary compensation for this full-time (35 hours/week) position is \$30,000
- Child Care Council offers tremendous employee benefits, including 90% single health insurance coverage, mileage reimbursement for business travel, tax sheltered annuity, life insurance, and free parking

### **Apply**

- Send resume and cover letter to the [Council's CEO](#)

***Child Care Council provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.***