

Do you want to make a difference in the lives of children and families?

Northwest Connection Family Resources has a full-time Resource & Referral Specialist opening.

- Provide program information, resources and community referrals to parents, child care programs and community stakeholders.
- Perform clerical and support services including data entry
- Provide parents with child care referrals and quality care information.
- Assist with parent education, parent/child activities and family special events.
- Must possess professionalism, self-initiative, ability to meet deadlines, good verbal/written communication skills, active listener and solid computer knowledge.
- Possess or gain a working knowledge of child care, early education programs, community resources and rules/regulations for child care.
- A degree in Early Childhood, Human Resources, Education, Business or Social work preferred. Previous work experience will be taken into consideration.
- Has the ability to: hear and make verbal presentations; have manual dexterity to write, answer phones and type; and be able to lift and carry 40 pounds.
- Must have the ability to drive an automobile: a reliable vehicle, valid driver's license and proof of insurance to visit or attend meeting and trainings, in and outside the NCFR service delivery area, and to carry out other job functions.
- Criminal background check required.



Starting salary range: \$13.50-\$15.50 with a generous benefit package.

Office location: Hayward, WI

Applicants can apply by sending a cover letter and resume to kathy.mullally@ncfrwi.net or Northwest Connection Family Resources 15896 W 3rd Street, Hayward WI 54843

Interested in learning more? Call (715) 634-2299.