

## **Enrollment and Administrative Specialist**

- Time:** 40 hours per week, 12 months per year
- Rate of Pay:** Depends on experience, non-exempt hourly position
- Benefits:** Available benefits include health, dental, vision, life insurance, vacation, sick leave and educational reimbursement
- Reports to:** Support Services Manager

**Position Description:** The Enrollment and Administrative Specialist functions as the content specialist in areas of program eligibility, recruitment, selection, enrollment and attendance (ERSEA). The Enrollment and Administrative Specialist will work to develop partnerships and collaborations in the community to expand the agency's capacity to recruit and enroll eligible children. As a part of support services, the Specialist participates in developing agency plans, monitoring and assessing program performance and planning and carrying out staff training.

The responsibilities include, but are not limited to the following:

- Take the lead in the development of area plans for recruitment and enrollment.
- Ensure that all enrolled requirements and regulations are met.
- Develop, monitor and revise as necessary, all policies and procedures relating to recruitment, selection, enrollment and attendance of eligible children.
- Work with the Recruitment and Selection Committee to involve parents in the enrollment process.
- Represent the enrollment area during program reviews.
- Monitor program recruitment, enrollment and attendance, produce reports as necessary and communicate information to staff, PC and Board of Directors.
- Develop a plan for the recruitment and selection of eligible children and monitor implementation.
- Ensure that a Child Plus data base is established and produce reports as required.
- Oversee recruitment efforts and ensure a waiting list of eligible children to fill program vacancies.
- Take an active role in compiling the Community Assessment and analyzing data.
- Attend staff meetings and trainings as required
- Assist with all major CAPE events
- Perform other administrative duties as assigned.

**Qualifications:**

Education:

- \* Bachelor's degree in Social Work, Sociology, or a field related to human services preferred

Experience:

- \* Minimum of 2-3 years work experience in an ERSEA related position
- \* Knowledge and experience with a broad range of Tri-Valley community agencies and resources
- \* Strong organizational skills
- \* Experience with ethnic and cultural minorities as well as knowledge of the needs and problems of low-income families
- \* Demonstrated ability to work cooperatively and effectively with diverse individuals
- \* Computer skills, familiarity with Microsoft Word/Windows

Other:

- \* Bi-lingual Spanish/English or Farsi/English
- \* Familiarity with Child Plus computerized data base system