



Temporary Job opportunity: **Network Office Support Specialist**

Are you detail-oriented? Do you like working with a team? If yes, then check out the Network Office Support Specialist position at Child Care Aware of Kansas. You could be a part of our newly developed Child Care Health Consultation Network. This position is temporary, working full-time hours through December 30, 2020.

For almost 30 years, we have been working hard to develop programming and build systems that support young children, families, child care providers, and communities. We are adding a Network Office Support Specialist to our experienced team. Each workday involves a variety of project-oriented tasks in analyzing and updating data, completing reports, and promoting our services. Office hours are typically Monday-Friday, 8:00am-5:00pm. The successful candidate must have a valid Kansas driver's license.

Associate degree in Business, Communications, or a related field preferred or high school diploma (GED) with at least one year of work experience required. Knowledge of Windows, Microsoft Outlook, Microsoft Word, Microsoft Excel, to including creating and editing documents and spreadsheets. We are looking for a candidate who can work independently in a fast-paced environment, multi-task and meet deadlines.

This is a temporary position with no benefits through December 30, 2020.

Child Care Aware® of Kansas is a non-profit organization that serves as administrator to the statewide child care resource and referral (CCR&R) network in Kansas. The organization serves all 105 counties by:

- ensuring that **families** have access to affordable, high-quality child care across the state - through child care referrals and consumer education;
- supporting four regional CCR&Rs who work locally to support **child care providers**, programs and early learning staff - through statewide quality initiatives and professional development events;
- and being actively involved in both state and national advocacy efforts that work for positive changes that impact Kansas **communities**.

Our Vision: All communities across Kansas value and support early childhood development.

Our Mission: High quality early education is available to all Kansas families and children.

To apply send cover letter, resume and references to:

Child Care Aware® of Kansas

Human Resources

1508 East Iron

Salina, KS 67401

Or: christen@ks.childcareaware.org

Or: Fax to - 785-823-3385

For more information, please visit our website: www.ks.childcareaware.org