



Partners in Housing Announcement of Open Position

Child Enrichment Center Coordinator/Support Specialist

Posted: 02/27/2019

Salary: \$13.00 - \$14.40/hour, DOE + Benefits Package

Classification: 40 hours/week – Regular, Full-Time

Deadline: Open until Filled

Monday and Friday: 8:30am – 4:30pm

Tuesday through Thursday: 11:30am -7:30pm

**Evening hours are mandatory*

Website: www.partnersinhousing.org

Position Summary:

Seeking a CEC Coordinator/Support Specialist to join a passionate and energetic team in our Family Services Department. The CEC Coordinator/Support Specialist will provide child care for the parents in the Partners in Housing program during Life Skills, other classes taking place, or while parents are taking advantage of other resources at the Colorado House and Resource Center. The CEC Coordinator/Support Specialist, when not providing child care, will provide front desk coverage to the Colorado House and Resource Center by fostering a welcoming atmosphere for those calling and/or visiting the Center.

Reporting to the Program Manager, the CEC Coordinator/Support Specialist, works closely with all PIH staff to assist and promote the efforts of the agency to help maximize the resources available to partners at the Colorado House and Resource Center.

Principle Responsibilities:

Full details and application are available at www.partnersinhousing.org.

Education/Experience:

- High school diploma or GED preferred.
- Knowledge of early childhood development.
- Strong proficiency in computer operations, including Microsoft Office.
- Ability to interact with a variety of people effectively.
- Good organizational skills and ability to prioritize.
- Excellent problem-solving skills.
- Knowledge of Colorado Springs social service agencies a plus.
- Knowledge and willingness to learn the dynamics of homelessness.
- Must have valid driver's license, current personal auto insurance as required by law, and clean driving record.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

Submit a cover letter, resume, and an employment application (available online at www.partnersinhousing.org) to Human Resources Department, Partners in Housing, 455 Gold Pass Heights, Colorado Springs, CO 80906.

PIH is a drug free workplace and equal opportunity employer. It is the policy of PIH to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability or veteran status. In addition, policies that affect employees will be carried out without regard for these factors. Although each individual has a different potential, we all do better when we have an equal opportunity to succeed.