



Program Specialist II

Child & Family Services has an opening for an individual who will be responsible for a variety of duties including program and administrative support, receptionist duties, as well as data entry of client records and posting child care payments. This position is Part-time (25 hrs/wk). This individual will work closely and collaboratively with program staff and various local and state agencies and must enjoy working with diverse populations.

Responsibilities include: Answering phones, greeting clients and visitors, data entry and posting of child care payments. Excellent computer skills and the ability to multi-task is needed for this position.

Requirements: Associates Degree preferred or 2-3 years office experience; able to pass State Bureau of Investigation, Department of Motor Vehicle, Department of Health and Human Services, Sex Offender Registry and Fraud background checks and physical exam.

Benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, participation in KVCAP's employer sponsored retirement plan, choices of health, dental/vision, life, and disability insurance options. Cover letters and resume's or Agency applications accepted until a suitable candidate is found. Interested applicants please send a cover letter and resume or application to:

Human Resources
Kennebec Valley Community Action Program
97 Water Street
Waterville, ME 04901

E-mail – lindas@kvcap.org

Equal Opportunity Employer