**Job Posting**

**Program Support Specialist, Alamance Partnership for Children**

**Summary**

The Alamance Partnership for Children is a not-for-profit organization serving young children and families in Alamance County. We are an early childhood initiative designed to ensure that young children enter school healthy and ready to succeed. The Partnership is the local administrator for Smart Start and NC Pre-Kindergarten funds. The position is part-time and non-exempt.

**Responsibilities**

Under the guidance of the Partnership’s Program Director, the Program Support Specialist supports Partnership programming by assisting program staff members as needed including but not limited to:

* Provide data entry support for Dolly Parton’s Imagination Library.
* Support the Outdoor Learning Environment (OLE) Specialist with OLE events and help to ensure the OLE is maintained.
* Support Kaleidoscope Play and Learn with weekly facilitated playgroups. Plan and lead groups as assigned.
* Serve as the front desk receptionist and ensure adequate phone coverage when the Office Manager/Executive Assistant is absent, during the lunch period, or as needed.
* Assist with the Lending Library ensuring that the books remain stocked and neat.
* Catalog children’s books in the library and enter related data.
* Participate in Partnership and Community events.
* Provide support to periodic projects and events as determined by supervisor.
* All other duties as assigned by the Program or Executive Director.

**Education/Experience/Requirements**

Two-year degree or High School Diploma.

**Compensation**

This is a non-exempt, 20-hour a week position.

The Alamance Partnership for Children is an equal opportunity employer.

**Send a cover letter and resume to HumanResources@alamancechildren.org**