

***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the belief that extraordinary employees have the power to***

***positively transform lives and communities. We value people who are passionate, ethical,***

***and dedicated to empowering those living in poverty to reach economic stability.***

**Head Start Intake Specialist- Full Time/Temporary**

The successful applicant will:

* Serve as an initial point of communication with families to share information about the Head Start program. Respond to all family inquiries in a timely manner.
* Complete intake interviews and applications with participants to support their enrollment in the program, obtaining and entered and proper eligibility documentation.
* Assist with recruiting families via community events, canvassing neighborhoods, mailings, and phone calls.

Proficiency in Microsoft Office and willingness to learn and become proficient in the use of other management software required. Strong verbal and written proficiencies of the English language required. Previous experience in non-profit work, front-line with families/public preferred.

You will find complete job listings and details at the following websites:

[*www.Communityactionatwork.org*](http://www.Communityactionatwork.org)

[*www.indeed.com*](http://www.indeed.com)

[*www.NeWorks.nebraska.gov*](http://www.NeWorks.nebraska.gov)

**For information regarding benefits please contact Human Resources at**

**402-875-9315 or** [**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

**Applications and resumes should be sent to** [**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other status protected by state or federal law.

