



## Career Opportunity

**ENROLLMENT SPECIALIST** Full-time year-round position with private, non-profit organization in Ellsworth, Maine. Oversees the application and enrollment process for the entire Agency's early childhood programs, including eligibility determination for all programs; tracks attendance for child care centers located throughout Hancock and Washington counties and is responsible for recruitment in all programs. Demonstrated proficiency in database management and data entry is required. Must be an excellent communicator with clients and staff and possess strong analytical, math and computer skills. Must be well organized, self motivated, able to prioritize tasks and work independently, and have strong attention to detail. High School diploma or equivalent required. A degree in human service field with experience in child care arena or publicly funded eligibility determination is preferred. Competitive pay plus generous benefit package. To apply Send letter of interest, resume and 3 professional reference contacts to Human resource department, Child and Family Opportunities, Inc., P.O. Box 648, Ellsworth, Maine 04605 or you may e-mail the required information to [patriciap@childandfamilyopp.com](mailto:patriciap@childandfamilyopp.com).

All qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

Visit our website at [www.childandfamilyopp.com](http://www.childandfamilyopp.com)

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