Data Entry Clerk/Navigator

Posting Dates: March 17-April 1, 2022

Families First of Minnesota has a full-year Data Entry Clerk/Navigator position available in its Head Start Program. Our Data Entry Clerk/Navigator would be located at The Place in Rochester, MN. This position is responsible for providing data entry support for the Head Start Program. This position assists with the entry of data for Head Start/Early Head Start and School Readiness programs, filing and maintaining family/child information and assisting in documentation, monitoring, and compliance. This position will also serve as Navigator at the front desk.

This non-exempt position is scheduled up to 40 hours/week, Monday-Friday between the hours of 7:30 A.M.-4:00 P.M. Compensation for this position is $16.00/hour. Benefits include Health Insurance, Dental, Vision, Life, Long-Term Disability and 403(b) Retirement Savings, in addition to, paid vacation, sick leave, holidays and personal time.

Our Data Entry/Navigator position requires a high school diploma with a minimum of two years additional education of experience in a data entry or secretarial capacity.

Head Start parents are encouraged to apply and will be given preference based on qualifications. If interested in applying for this position, please visit our website at https://c2r2.applicantpro.com/jobs/.

ABOUT US:
Families First of Minnesota, formerly known as Child Care Resource and Referral, is a non-profit organization committed to ensuring positive beginnings for all young children and their families. For over 40 years, Families First has been serving as a resource for families, children, child care professionals and early education programs in SE Minnesota. Programs under the Families First umbrella include Head Start, Early Head Start, School Readiness, Child Care Aware, Early Learning Scholarships, Crisis Nursery, and Child Care Consultation. Families First of Minnesota is an Equal Opportunity Employer and is committed to creating a multi-cultural, bias-free agency.