Data Entry Clerk

Posting Dates: October 19-November 5, 2021

Families First of Minnesota has a full-year Data Entry Clerk position available in its Head Start Program in Rochester, Minnesota. 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 non-exempt position is scheduled up to 30 hours/week, Monday-Friday between the hours of 8:00A.M.-4:30 P.M. Compensation for this position is $16.00/hour. At 30 hours per week, benefits include Health, Dental, Vision, Life Insurances, Long-Term Disability and 403(b) Retirement Savings, in addition to, paid vacation, sick leave and holidays.

Our Data Entry position requires a high school diploma or General Education Degree (GED).

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.