



Brazos Valley Community Action Programs

EMPLOYMENT OPPORTUNITY

Job Posting: 0075

Posting Date: 05/07/2017

Title: Data Entry Clerk

Program: Head Start

Locations: Head Start Central Office

Travel Required: 80%

Salary: \$12.00 per hour

Job Brief:

This position builds an understanding of the program by communicating its philosophy, mission, and services to staff, families, and the community and supports other content area staff in doing the same. The position focuses on entering information into the data system in an accurate, precise, and effective manner to ensure compliance with Head Start and Texas Licensing Regulations.

Required Education

- High School Diploma or GED

Required Skills

- Accurate data entry skills
- Excellent written and verbal communication skills
- Ability to plan and organize and complete tasks on deadlines
- Attention to detail

Preferred

- Bilingual
- 1 year

License/Certification Required

- Must pass a driver's background check
- Obtain a CPR/First Aid certificate within 6 months of employment

Interested candidates may apply by completing the online application located at www.capbv.org . This posting is open until filled.

We are an Equal Employer Opportunity Employer