



JOB ANNOUNCEMENT WISCONSIN YOUTH COMPANY

Are you interested in working for a non-profit organization who values relationships with children and families, is youth focused, and believes collaboration is the way to work together as a team? If so, Wisconsin Youth Company has an opening for a program support specialist. We are looking for an individual who likes daily variety, enjoys participating in a quality improvement system and works well with children by providing a high-quality and safe place for children to play and learn.

Position Summary: the program support specialist plays a vital role in supporting programs through program support activities. These activities include but are not limited to contacting parents of program participants to assist with the registration process and completion of quality improvement projects. The program support specialist is a member of the program team and will have responsibilities of visiting and supporting after school and summer programs as appropriate.

Qualifications/Skills:

- Proficient in Microsoft Excel and Word
- Excellent verbal, written and interpersonal communication skills
- Excellent decision-making and customer service skills
- Ability to multi-task projects and meet completion deadlines
- Ability to cultivate and maintain positive relationships with children, families, school personnel and others
- A bachelor's degree in child development, elementary education, social work or other related field preferred, will consider equivalent experience

Employment Benefits: we offer competitive salaries and a comprehensive benefit package for full-time employees including:

- Group health and dental insurance
- Flexible spending plan
- Company paid life insurance
- Company paid disability income coverage
- 403(B) plan – by employee contribution
- Free or pro-rated childcare in WYC sponsored programs
- Generous vacation, sick/personal leave and holidays

Complete Benefit Summary available upon request

Program Support Specialist: full-time, year-round position, \$14-15.50 per hour, non-exempt
40 hours per week, Monday through Friday
Reports to assigned program manager

How to Apply: send a cover letter and resume to hiringcommittee@wisconsinyouthcompany.org
Applications will be accepted until Friday, December 14, 2018.

Equal Employment Opportunity and Affirmative Action Employer