



For More Information Contact:
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June 15, 2017

Position Open: Head Start ERSEA/Data Specialist

The ERSEA (Enrollment, Recruitment, Selection, Eligibility, Attendance) Coordinator is directly responsible for the overall administration, supervision, coordination, and organization of ERSEA. The ERSEA coordinator will coordinate services with other management personnel to meet the goals of the agency. As a Data Specialist, oversee program data collection functions and data management processes from TS Gold Assessment and Child Plus.

This position is year round and located in our Zumbrota office

Education and Experience:

Bachelor's degree (B.A.) from four-year college or university in Early Childhood Education, Business Administration or related field is preferred or 3-5 years administrative experience. Prior management, administrative or supervision experience is preferred. Ability to read, analyze and interpret written materials and to communicate with families and staff as needed. The ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentage and interpret and develop graphs. Ability to interpret a variety of instructions in written, oral, diagram or schedule form. Knowledge of MS Office, Child Plus, and Excel. Ability to work independently as well as a team member.

Please fill out an application at ThreeRiverscap.org and submit a letter of interest and resume by June 29, 2017 to

dstamschorr@threeriverscap.org or mail to Three Rivers Community Action, Inc., Attn: Donna Stamschorr, 1414 North Star Drive, Zumbrota, MN 55992. EOE/ADA

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