

# ANSWER THE CALL



Effective as of: September 8, 2023

**DEVELOPMENT – COMMUNITY PROJECT COORDINATOR (FT):** Responsible for coordinating service projects, including planning, promoting, logistics, fundraising and soliciting sponsors. This includes working closely with donors to retain and maintain close working relationships. Responsible for outreach and professional contact with corporations, individuals, volunteers or groups that will support the needs of the children in care through service projects and/or related fundraising efforts. Will also be the point of contact for stakeholders in service projects; resolving conflicts and logistical problems; keeping all parties abreast of changes and progress. Minimum Associate's degree or 60 credits from an accredited College / University in related field PLUS one (1) year of relevant work experience. Bachelor's degree preferred. Bilingual (English/Spanish) preferred. Must be available to work evening and weekend hours as needed. Must have a valid Florida Driver's License and a good driving record. Must be able to travel locally and drive reliable personal vehicle for business purposes (Mileage re-imbusement provided).

**FINANCE - ACCOUNTING COORDINATOR (FT):** This position ensures timely and accurate processing of non-payroll disbursements and ensures that proper documentation is submitted with all payments and receivables; maintains supporting records, ensuring compliance with state, federal policies and regulations. Responsible for processing the weekly check run amongst other duties as assigned. Minimum High School Diploma or equivalent required plus a minimum of two years working experience and knowledge in Accounts Payable and Receivables. Associates degree or Bachelor's degree preferred. Must have great communication and organizational skills, and ability to multi-task. Must have proficiency with personal computers. Must have a valid Florida driver's license with a good driving record

**RESIDENTIAL - CHILDCARE PROFESSIONAL (FT):** Must be prepared to work weekends. Must be very patient with children, creative and energetic and have the ability to assist children with homework. Requires preparation and serving of snacks and/or meals. Must be able to supervise, play as well as provide correction directives to the children. Duties also include domestic responsibilities. Must have a valid Florida driver's license with a good driving record (driving responsibilities required). One year experience caring for children, and/or Social Services, community, child welfare background required. Infant and Childhood Certification a plus. High-school diploma required, AA and Bachelor's degree preferred from an accredited College/University. Good communication and interpersonal skills required.