

**INTERNAL/EXTERNAL POSTING**  
**SUPPORT SERVICE SPECIALIST**  
**CONTRACT POSITION through September 2024**

\$20.00 - \$25.00 per hour  
Milage provided

**Upon completion of the contract, may be considered for full time if available**

**Primary Objective:** The individual in this position is expected to execute and coordinate activities with the Childcare Apprenticeship Program.

**Duties:**

Provide supportive services childcare apprentice initiatives

Provide services for projects based in Kansas City and Saint Louis

Provide support for early childhood professionals in special projects

Responsible for Processing payments and etc...

Other duties as assigned

**Qualifications**

Bachelor's degree or equivalent work experience in childcare industries

Ability to work in a culturally diverse environment

Must be able to pass a background check

Must have reliable transportation and auto insurance

**Knowledge, Skills and Abilities**

Skilled in organizational/time management techniques

Detailed oriented

Ability to work in a team environment

Ability to work according to goals and objectives

Ability to communicate effectively in oral and written form

Ability to work with and through others

Computer skills are essential

Apply in person at the Full Employment Council/Missouri Career Center

Location: Central City, 1740 Paseo KCMO, (M-F 8-5)

**Posted**

February 22, 2024

Applications accepted until position is filled

**EOE/AA/MF/V/ADA**

**E-Verify Employer**

**The Full Employment Council is an Equal Opportunity Employer/Program.**

**Auxiliary aids are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.**