

**POSITION ANNOUNCEMENT**  
Partnership for Children of Guilford County

Full-Time NC Pre-K

Partnership for Children of Guilford County is seeking a full-time NC Pre-K Specialist. The primary function of this position is data entry, back-up attendance for all sites, assisting families with the application process, processing applications, monitoring of sites, and taking minutes at meetings.

**Education/Experience**

Minimum Education – Associate degree in Early Childhood, General Office, Business Administration, or High School Diploma/GED with experience in data entry, etc.

Minimum Experience – Three years administrative support experience.

Bilingual preferred.

**Requirements**

Ability to travel throughout Guilford County and have a valid North Carolina driver's license.

**To Apply**

Please send a letter of interest and current resume, via email to:  
[brendad@guilfordchildren.org](mailto:brendad@guilfordchildren.org) by July 2,2021.