California Child Care Resource & Referral NETWORK | TrustLine
1182 Market Street, Suite 300, San Francisco, CA 94102
P 415.882.0234 ▪ F 415.882.6233 ▪ www.rrnetwork.org

JOB ANNOUNCEMENT

Receptionist/Program Assistant
TrustLine and Consumer Education Programs

ABOUT THE ORGANIZATION: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and child care providers throughout California. The Network works with 58 local child care resource and referral programs, divided into four regions: North, Greater Bay Area, Central Valley, and South, to inform parents and the general public about quality child care, assist child care providers to serve their communities, and encourage positive policy changes on the local, state, and federal levels.

Established in 1980, the Network provides leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for, a quality child care system that supports the diversity of families and children in every community in California. For more information about the Network, please view the Web site at http://www.rrnetwork.org.

ABOUT THE TRUSTLINE PROGRAM: TrustLine is the California registry of in-home child care providers who have passed a background screening. All caregivers registered on TrustLine have been cleared through a fingerprint check of records at the California Department of Justice. The Network office staffs a toll-free number to provide parents, employment agencies, Child Care Resource and Referral Programs, child care providers and others with information about the application process and status of TrustLine applicants. For more information about TrustLine, please view the Web site at http://www.trustline.org.

ABOUT THE CONSUMER EDUCATION PROGRAM: The Network office staffs a toll-free number to provide general child care information and refer parents to local child care resource and referral programs.

POSITION AVAILABLE:
Receptionist/Program Assistant
Full-Time - 40 hours/week
Non-exempt
$31,000 - $33,000 Annually, DOE
Benefits include: Health and Dental Insurance

APPLICATION DEADLINE: Open until filled

JOB RESPONSIBILITIES:

- answer the TrustLine toll-free phone line and provide general information and technical assistance on TrustLine to parents, child care providers and various child care agencies
- answer the Consumer Education toll-free phone line and provide general child care information and refer parents to local child care resource and referral programs
- provide general clerical support including:
  - data entry in Access
  - mailings
  - copying
  - faxing
  - filing
  - word processing

QUALIFICATIONS:

- Excellent telephone reception skills
- Excellent communication skills, oral and written
- Strong organizational skills including attention to detail
- Ability to work well in a team setting
- Accurate typing/word processing
- Experience/knowledge of the child care/human services field desirable
- Bilingual English/Spanish desirable
- B.A. Degree preferred

APPLICATION PROCESS:

Please send a cover letter indicating the position for which you are applying, and a resume to CCCR&RN, 1182 Market Street, Suite 300, San Francisco, CA 94102, Attn: TrustLine. Or fax to: 415-882-6233. Or email to cmall@rrnetwork.org. Candidates chosen for interviews will be required to submit a completed application form prior to interview.

The California Child Care Resource and Referral Network is an Equal Opportunity Employer.