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*Educare of Lincoln is a collaborative partnership between the Early Head Start/Head Start of Community Action Partnership of Lancaster and Saunders Counties, Lincoln Public School University of Nebraska in Lincoln and the Buffett Early Childhood Fund. The mission of Educare is to promote school readiness by enhancing the social and cognitive development of children ages 0 to 5 through the provision of evidence-based education, health, nutritional, social and other services to enrolled children and their families.*

**Educare Receptionist**

The successful applicant will:

* Ensure safe, secure yet welcoming passage into Educare of Lincoln.
* Serve as an initial point of communication with families, public and partners, as well as a resource for information and support for Educare management and staff.
* Guide visitors to appropriate people, places and resources.
* Ensure accurate and timely information is available at front desk and throughout public and staff work areas of Educare of Lincoln.

High School diploma or general education degree (GED) required with three (3) years clerical experience or equivalent education preferred. Proficiency in MS Office and willingness to learn and become proficient in the use of other management software required. Strong verbal and written proficiencies of the English and Spanish language required. One to two years experience in non-profit work, front-line with families/public preferred.

**For information please contact Human Resources at 402-875-9315 or**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

**Resumes and cover letters should be sent to:**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

Educare of Lincoln and Community Action Partnership of Lancaster and Saunders Counties are equal opportunity employers and do not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other status protected by state or federal law.

