

Camp Fire First Texas Job Summary

Position: Administrative Specialist, Early Education Workforce Development

Status: Full-Time

Location: Fort Worth, Texas

Salary Range: \$37,000-\$40,000 annually + benefits

Job Summary: Camp Fire First Texas is accepting resumes for an Administrative Specialist based out of Fort Worth, Texas. The Administrative Specialist works closely with the Program Directors and the Vice President of Early Education Workforce Development to lead back-office tasks including accounts receivables, reconciliation of accounts, registration management, creating reports, data-collection and tracking.

Individuals on the early education team are responsible for contributing to a work-culture that reflects the Camp Fire values of inclusion, data-informed decision-making, growth mindset, collaboration, hands-on-learning, and whole child approaches.

Required Knowledge/Skills/Abilities:

- Associates Degree in business/related field or 2-years college credit
- Computer proficiency (able to work daily with Council databases, and MS Office Suite, etc)
- Detail oriented and strong organizational skills
- Ability manage projects
- Strong communication and problem-solving skills
- Exceptional customer service skills
- Strong mathematical skills
- Takes pride in accurately completing assigned duties in a timely manner
- Strong work ethic
- Ability to keep confidences

Preferred Knowledge/Skills/Abilities:

- Bachelors Degree in business or related field
- Experience with child care program management
- Previous experience in accounts receivable

Essential Functions:

- Must be able to lift a minimum of 40 pounds
- Must be able to move tables and chairs
- Experience in recordkeeping
- Extreme accuracy in the input and maintenance of database records
- Strong customer service skills
- Strong organizational skills including ability to organize multiple tasks and other priorities
- Ability to work with difficult people in a positive manner

- Ability to use the following office equipment: computer, scanner, copier, and fax machine
- Ability to set priorities and meet deadlines
- Ability to communicate verbally in person and by phone as well as in writing
- Ability to work independently and in a team environment
- Ability and willingness to assist others

Camp Fire's Culture:

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

The first registered apprenticeship program in Texas, the EEAP offers an “earn while you learn” paid apprenticeship program for early childhood educators encompassing direct education experience hours, coursework hours, and competency-based observational hours and exams. The completed EEAP can serve as a stand-alone educational requirement, positioning participants to complete a Child Development Associate Credential™ (an industry standard certification), a career enhancement into an early education specialty certificate from the DOL, or as a pipeline into a two-year college.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements. View other open positions at <https://www.campfirefw.org/about-us/employment/>.

Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***