

CACFP Program Specialist, Ames, IA

We're seeking someone with excellent communication skills and an interest in child nutrition to join the Child and Adult Care Food Program (CACFP) team at our Family Development Center in Ames. Completes home visits, paperwork and reports as required by the Coordinator. Recruits new participants for the program and provides support to enrolled home child care providers. Assists with development of education material and implementation of provider workshops. Assists with the development of children's educational activities that focus on proper sanitation, making healthy food choices and the importance of being physically active. Audits monthly menus, attendance records and claims. This position requires frequent driving about the ten county program service area. (Would consider telecommuting for candidate from Kossuth, Pocahontas Humboldt or Wright County to cover northern counties.) **Part-time position, 20 hours per week at \$15.91 per hour.**

Required:

- High School Diploma or equivalent
- Six to twelve months of related work experience providing family child care services/human services OR formal or informal training in child development, child care, or early childhood education.

Preferred:

- 2 year degree in human services, nutrition, early childhood education or related field
- Previous experience working in an office setting
- Knowledge of early childhood programs
- Bilingual skills (English/Spanish)

Closing Date: Open until filled

Visit <http://www.micaonline.org/jobs> for a full job description and to submit an online application, cover letter and resume. Or send, fax or email cover letter and resume to: MICA, 1001 S. 18th Ave., Marshalltown, IA 50158; 641-753-1048; jobapp@micaonline.org or complete application at above address. EOE