

RIVER VALLEY CHILD DEVELOPMENT SERVICES

Job Posting



DATE POSTED: December 14, 2017 **DATE CLOSED:** Open Until Filled
PROGRAM NAME: WV Birth to Three **JOB TITLE:** Data Entry Specialist
RAU 3 Charleston

QUALIFICATIONS:

Part- time (32 hours per week) data entry specialist needed in the Charleston area for WV Birth to Three program. Main job duties are to enter all data needed to maintain the data system for the birth to three programs in this region. Associate degree required; Bachelor or higher preferred; English, Business or related field. Data entry/computer experience with high degree of accuracy. Excellent benefits, paid holidays, paid time off, health, dental, vision, and 401K. Salary, depending on education, \$26,000-\$29,000.

Go to www.rvcds.org to view job description and application

TO APPLY, CONTACT:

Whitney Smith, Human Resources Coordinator
River Valley Child Development Services
611 Seventh Avenue
Huntington, WV 25701
wsmith@rvcds.org
(304) 523-3417
(304) 523-2678 (fax)

All job positions: Must pass drug test. EOE- M/F/V/D

It is understood that employees will not be considered eligible for transfer to another position or geographic area for one year after employment, **unless authorized to do so in writing by the Executive Director.**