



20 Erford Road, Suite 302 | Lemoyne, PA 17043 | 717-657-9000 | pacca.org

T.E.A.C.H. Scholarship Counselor

- Full Time (37.5 hours per week)
- Non-Exempt Position
- Office Location – Lemoyne, PA
- Starting Salary \$40,000 - \$45,000

Job Summary:

Perform as a case manager for an average of 300+ scholarship recipients within an assigned Pennsylvania service area funded through the T.E.A.C.H. Early Childhood® Scholarship Program. This position will execute key responsibilities of the scholarship program by reviewing applicant information and processing awards according to requirements and guidelines, managing and maintaining recipient and sponsor records, recruiting eligible recipients and sponsors, advising and providing information regarding available scholarships.

Duties & Responsibilities

- Treat information on PACCA clients, employees and Board members in a confidential manner
- Inform and recruit potential participants in a given service area via e-mail, phone and other various methods of outreach (including virtual and in person presentations to various ECE audiences)
- Review scholarship recipient activity and update recipient/sponsor records and information
- Provide detail-oriented case management to an assigned group of scholarship recipients, sponsors and colleges/universities
- Provide professional development and career counseling to potential applicants, applicants and recipients
- Track wage progression and notify recipients/sponsors of raises and/or bonuses
- Authorize charge approvals for approved scholarship costs and expenses
- Review and process scholarship applications in accordance with eligibility requirements
- Answer questions and present scholarship program information to licensed child care facilities and other early education organizations
- Explain program practices, policies and procedures to program participants as needed
- Collect and maintain necessary data for reporting purposes
- Enter applicant and child care program information into database, update as needed and verify accuracy on a regular basis
- Track and process various types of scholarship payments
- Communicate regularly with scholarship recipients and sponsoring programs
- Perform other tasks, including committee engagement as assigned by the agency
- Comply with existing protocols needed to support and maintain existing filing systems

Special Skills

- Professional and effective oral and written communication skills with internal and external clients
- Ability to work well with a diverse client population
- Computer experience; Microsoft Office, knowledge of or demonstrated ability to learn FileMaker Pro, Virtual platforms including ZOOM, WebEx and Microsoft Teams
- Attention to detail with ability to perform various complex administrative tasks efficiently and accurately
- Ability to understand office systems and procedures and to critically analyze situations guided by an understanding of policies and procedures.
- Must deliver high quality customer service

- Demonstrate the ability to work independently within a team environment and effectively problem-solve while applying key concepts outlined in the scholarship program's procedural and policy manual
- Must have prior data entry experience
- Strong organizational skills, planning skills, and the ability to multitask while working independently, sometimes remotely
- Bi-lingual (English/Spanish) communication skills preferred

Education & Experience Requirements

- Minimum of a Bachelor's Degree in Early Childhood, Child Development, Sociology, Social Work, Psychology, or related Human Services field
- Minimum one year of direct service experience in a state certified early childhood program
- Familiarity with or the ability to learn about Pennsylvania's ECE Higher Education System while focusing on colleges and universities that administer programs of study in early childhood education and child development

Special Working Requirements

- An automobile at his/her disposal; a valid, non-suspended PA driver's license and a current automobile liability policy with continuous coverage; reasonable accommodations may be made at agency's discretion
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities
- No substantiation or criminal conviction of child abuse or neglect
- May require need for flexible schedules, including occasional evening and weekend work
- Must adhere to established health and safety protocols when onsite at PACCA's physical office location
- Must work within assigned office space when onsite
- May perform in state travel unless event is conducted virtually
- Must have internet access at in home residence to support remote work arrangements as necessary and determined by the agency and supervisor

How to Apply

Resume and Cover letter should be submitted to:

PACCA Counselor, PACCA, 20 Erford Road, Suite 302, Lemoyne, PA 17043 or email to info@pacca.org.

No phone calls please.