



## **Enrollment Specialist (Bilingual)**

The Enrollment Specialist is responsible for ensuring that volunteers and children are appropriately enrolled and matched, with a focus on longer, stronger relationships, while executing a high degree of independent judgement when utilizing BBBSLI standards and practices.

### **Qualifications/Requirements**

- Bachelor's degree in social services, human services, or a related field.
- Minimum 2 years of relevant experience
- Prior experience working with diverse child and adult populations.
- Specific assessment, intake or interview experience preferred.
- Must have a thorough understanding of case work practice and record keeping.
- Must have the ability to develop supportive relationships with volunteers, clients, and families.
- A non-judgmental attitude and broad knowledge of the community and social issues are also necessary.
- Good organizational, written and communication skills are required.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, reach with hands and arms, talk, and hear. The employee is frequently required to sit for prolonged periods of time and is regularly required to walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **FLSA Status**

Non-Exempt

### **Position Location**

Islandia, NY 11749

We offer a competitive salary, a comprehensive benefit package including medical, dental, vision, retirement plan and STUDENT LOAN REPAYMENT ASSISTANCE and generous paid time off.

Please submit cover letter, including salary requirements, and resume via mail, email or fax to:

Carmelina Vassallo  
Director of Human Resources  
145 Sycamore Avenue  
Islandia, NY 11749  
fax (631)232-7955

Big Brothers Big Sisters of Long Island is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Full-time

Pay: From \$40,000.00 per year

COVID-19 considerations:

All employee's are required to wear masks in common areas but are able to work mask-free in their own office. These positions will have their own office.