

**If you are interested in becoming one of our wonderful staff members, please send us your resume and a strong cover letter to [carolyn.winslow@bbbsbutler.org](mailto:carolyn.winslow@bbbsbutler.org) by September 8th**

**NO PHONE CALLS ACCEPTED  
REGARDING POSITION**

***So what exactly is an Enrollment Specialist?***

- An Enrollment Specialist interviews, screens and matches all of the volunteers and children in our program
- Full time position located at our Hamilton office (37.5 hours w/paid lunch)
- MUST have at least a Bachelor's degree
- Pay range is \$26,000 - \$35,000 - depending on qualifications
- Generous vacation time with buyouts possible
- Life Insurance but no health insurance
- Very flexible schedule - some evenings required
- You will work hard but have a lot of fun doing it!