



*No Recruiters/Agencies and No phone calls*

## **Nurse-Family Partnership (NFP) – Support Services (Part-Time)**

WiNGS is a Dallas nonprofit dedicated to helping women shape their future.

- **Our Mission** – Empower women. Fight Poverty. Impact Generations.
- **Our Vision** – Build a network of women that will create a poverty-free Dallas.
- **Our Pillars** – Collaboration. Confidence. Community.

We believe groups of women are powerful and together, they are capable of anything.

***Join us at WiNGS, where women broaden their sense of what is possible.***

Nurse Family Partnership is one of the most successful, evidence-based social and health intervention programs in the country. The Support Services position is responsible for administrative duties including maintaining and recording program data. This is a part-time position, with flexible Mon-Fri hours.

### **PRIMARY RESPONSIBILITIES:**

- Compile and enter timely updates in the program database(s) about program activities and participants, as submitted by program staff.
- Generate standard and ad-hoc reports on program activities and effectiveness.
- Maintain and organize department files and records.
- Provide general administrative support for program management and staff, contributing to efficient program management.
- Provide front desk back-up as needed.

### **ESSENTIAL QUALITIES & QUALIFICATIONS:**

- High School Diploma or GED
- Strong administrative skills with attention to accuracy and detail
- Ability to meet deadlines, well organized and able to multi-task
- Ability to communicate professionally, verbally and in writing
- Proficient in MS Word and Excel

WiNGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

### **HOW TO APPLY:**

For immediate consideration, qualified candidates should submit a resume or application to [jobs@wingsdallas.org](mailto:jobs@wingsdallas.org) or fax to 214.584.2313. Job applications can be found on our website at [wingsdallas.org/about-us/jobs/](http://wingsdallas.org/about-us/jobs/).

WiNGS Dallas | 2603 Inwood Rd. | Dallas, TX 75235 [www.wingsdallas.org](http://www.wingsdallas.org)

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