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

WiNGS is a Dallas nonprofit dedicated to helping women shape their future.
- **Our Vision** – Build a network of women that will create a poverty-free Dallas.
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 or fax to 214.584.2313. Job applications can be found on our website at wingsdallas.org/about-us/jobs/.