Part-Time 211 Information Specialist

Description: Employment opportunity available at Foundation 2 Crisis Center. This is a part time evening and weekend position answering information and referral calls. This position’s primary function is to answer calls for the United Way 211 service. The 211 information specialist will determine the callers’ needs and the best available resource(s) to meet those needs. This will include providing callers with appropriate information and referral services using a variety of databases and the internet.

Qualifications: The successful candidate will have above average communication skills, experience and comfort using computer databases and be able to keep accurate records. High school diploma or GED is required. Some college and experience in Human Services preferred. The application must pass all background checks completed by Foundation 2.

Interested persons should complete our employment application on the Foundation 2 website at www.foundation2.org, under About, Current Job Opening, and send it along with a cover letter and your resume via mail or e-mail to:

Audrey Meyer
Foundation 2, Inc.
1714 Johnson Ave NW
Cedar Rapids, Iowa 52405
or
jobs@foundation2.org

Questions should be directed to Cheryl Plotz at (319) 362-2174.

Resumes, applications and cover letter accepted until position filled.
Foundation 2 is an equal opportunity employer.