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200 E. State St., Suite 304  
Media, PA 19063

**Position:** WIC Outreach/Call Center Representative

**Program:** Delaware County Women Infants Children

**Supervisor:** Call Center Supervisor

**Salary:** \$15.00 per hour

**Duties and Responsibilities:** Work on the frontline in our county call center for the Delaware County Women Infants Children Program. Greet our clients and assist in scheduling their appointment and providing an initial assessment of program eligibility. Assist with Community Outreach by networking with community programs and representing the WIC Program in the Community.

**Qualifications:**

- Associate Degree or higher in related field
- Must have reliable transportation to fill position
- Good Interpersonal and telephone Skills
- Computer experience required
- English and Spanish Speaking Preferred
- Experienced as a receptionist/WIC Office and in Outreach or Nutrition Education is a plus

*The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County. All employees are required to have received the first COVID-19 vaccination dose by the first day of employment.*

*This position is grant funded and contingent upon grant funding. In the event the grant funding is exhausted, this position may be reduced in hours or eliminated.*

Interested applicants should send a resume and cover letter to:  
[HumanResources@delcofoundation.org](mailto:HumanResources@delcofoundation.org)