

AJFC COMMUNITY ACTION AGENCY, INC.
POSITIONS OPEN
FAMILY RESOURCE WORKER
TEACHER ASSISTANT
INFANT AND TODDLER TEACHER
BUS DRIVER
PARENT INVOLVEMENT SPECIALIST
SECRETARY

Family Resource Worker

A Licensed Social Worker or a Bachelor's Degree in Social Work, Sociology, Psychology or related field. At least three years experience in case work. Good oral and written communication skills. A valid driver's license.

Duty Station: Centreville, Woodville Head Start

Teacher Assistant

Associate Art Degree in Early Childhood Development, or a relate field (with 18 hours in ECE). The ability to communicate effectively with the teacher and children. At least one year work experience with preschool children.

Duty Station: Thompson, Liberty, Fayette Head Start

Infant and Toddler Teacher

An Associate Arts Degree in Early Childhood Education or a Child Development Associate (CDA) with Infant/Toddler endorsement. At least one year work experience with preschool children, preferably children in the zero-three age group.

Duty Station: Thompson Early Head Start

Parent Involvement Specialist

Bachelor's Degree or Associate Arts Degree in Social Work, Early Childhood Education plus three years experience in community activities or community group organization. Working knowledge of local community resources. Good oral and written communication skills.

Duty Station: Thompson

Secretary

Associate Degree or Certification in office Administration preferred. At least four years in Administrative office experience. Strong experience in Windows, Microsoft Office, Internet and Email. Good oral and written communication skills.

Duty Station: Administration Building

Candidates who are interested in these positions **Must** mail their **cover letter, resumes, three letter of references, proof of Degree and Transcript** to:

Brenda Letcher, Human Resource Manager
AJFC Community Action Agency, Inc.
P.O. Box 3011
Natchez, MS 39121
Fax to (601) 442-9572

Deadline for these positions is Close Of Business (COB) February 23, 2018

“ An Equal Opportunity Employer”

