

**AJFC COMMUNITY ACTION AGENCY, INC.**

**POSITIONS OPEN**

**TEACHER ASSISTANT**

**FAMILY RESOURCE WORKER**

**BUS MONITOR**

**SECRETARY**

**COOK**

**BUS DRIVER**

**CUSTODIAN**

**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 Head Start (Degree and Transcript)**

**FAMILY RESOURCE WORKER**

A Licensed Social Worker or a Bachelor's Degree in sociology work, 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: Thompson Head Start (Degree and Transcript)**

**BUS MONITOR**

A High School Diploma or GED. Communicate effectively with staff personnel and children.

**Duty Station: Liberty and Thompson Head Start (High School Diploma or GED)**

**SECRETARY**

A High School Diploma. At least one (1) year of college/training in the Business field. Experience-clerical, computer technology skills, office management/typing skills, communication proficiency, ability to prioritize, telephone skills and personal effectiveness/ credibility.

**Duty Station: Thompson Head Start (High School Diploma or GED)**

**COOK**

A High School Diploma or GED. At least on year experience cooking large quantities of food.. The ability to communicate with and listen to preschool age children and staff in an educational setting. Maintain accurate records on meal service and pantry inventories.

**Duty Station: Fayette Head Start (High School Diploma or GED)**

**BUS DRIVER**

A High School Diploma or GED. Must have one year experience in driving a school bus. Must have a valid MS commercial Driver License with the "P" and "S" endorsement.

**Duty Station: Fayette Head Start (High School Diploma or GED)**

**Custodian**

A high School Diploma or GED. Must have some custodial experience and communicate effectively with staff personnel and children.

**Duty Station: Thompson Head Start (High School Diploma or GED)**

Candidates who are interested in these positions **Must** mail their **cover letter, resumes, three letter of reference, proof of Degree and Transcript, High School Diploma /GED (Custodian only)** 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) October 25, 2017**

**“ An Equal Opportunity Employer”**