

AJFC COMMUNITY ACTION AGENCY, INC.
POSITIONS OPEN
FAMILY RESOURCE WORKER
INFANT and TODDLER TEACHER
CUSTODIAN
EXECUTIVE ADMINISTRATIVE ASSISTANT

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

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

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

Executive Administrative Assistant

A High School Diploma or GED, 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

Current employees who are interested in these positions must submit a letter of interest.

Candidates who are interested in these positions **Must** mail their **cover letter, resumes, three letter of references, proof of Degree or High School Diploma/GED as listed for each positions above. A copy of the transcript must be submit with your Degree.**

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) June 29, 2017

“ An Equal Opportunity Employer”