

AJFC COMMUNITY ACTION AGENCY, INC
POSITIONS OPEN FOR NEXT SCHOOL TERM (SEPTEMBER 2018)
SECRETARY
TEACHER ASSISTANT
BUS DRIVER
FAMILY RESOURCE WORKER

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

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, Woodville, Fayette Head Start

BUS DRIVER

A High School Diploma or GED. Must have a valid Mississippi Commercial Driver license (CDL) and a "P" and "S" endorsement to drive. Experience driving a school bus is a plus. Must be able to communicate effectively with staff personnel and children.

Duty Station: Woodville Head Start

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

Candidates who are interested in these positions **Must** mail their **cover letter, resumes, three letter of reference, proof of Degree and Transcript (Teacher Assistant), High School Diploma /GED (Secretary), Bus Driver (High School Diploma and CDL License)** 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) June 29, 2018

" An Equal Opportunity Employer"