

AJFC Community Action Agency, INC.

Open Position

Site Supervisor

Site Supervisor will be responsible for developing and executing of ongoing program of activities that contributes to the care, growth, and development of children and families. Operate the center program in conformity with governmental and agency standards for the physical safety and well-being of children and adults who use the center. Plan, implement, and evaluate an ongoing professional development program for center staff. Maintain personnel folders on all staff.

Requirements:

- Bachelor's Degree in Early Childhood Education or a related field
- At least five (5) years' practical experience in an Early Childhood education program.
- Knowledgeable of Center Management.

Duty Station: Thompson

Closing Date/Time: Thursday September 26, 2019 11:59 PM Central Time

Candidates who are interested in the above listed position MUST mail their cover letter, resume, three letters of reference, proof of Degree with **Official Transcript**, and/or High School Diploma/GED and any other listed items for each position above.

Official Transcripts should be emailed to zthomas@ajfcaaa.org

Zadier Thomas, Human Resource Manager

AJFC Community Action Agency, INC.

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Natchez, MS 39121

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"AJFC Community Action Agency, INC. in an "Equal Opportunity Employer"