



CCS

EARLY LEARNING

*Making a difference in the lives and families of  
young children within our communities*

## VACANCY ANNOUNCEMENT

**Date: December 5, 2017**

**Open Until Filled  
Position begins ASAP**

**FAMILY PARTNERSHIP COORDINATOR**: Plan, coordinate and monitor family services and promote family partnerships through parent and community involvement, education, and family activities.

### MINIMUM QUALIFICATIONS:

- Associate's degree in human services, early childhood, or related field required
- Two years' experience in a human services or Head Start setting working with families in a supportive role
- Experience working with people of diverse cultures and socio-economic backgrounds
- Experience with computers and Microsoft programs
- Prior supervisory experience preferred

### CONDITIONS OF EMPLOYMENT

Fingerprinting/Criminal Records Search  
Physical/Health History  
CPR and First Aid Certification

Food Handlers Card  
Valid Driver's License  
Current Auto Insurance

### GENERAL INFORMATION:

Location: Meadow Lakes Center, 7362 W Parks Hwy #752, Wasilla, AK  
Supervisor: Cindy Bergstrom, Center Coordinator  
Schedule: Full-time (40 hrs/week), Part-year (39 weeks/year) Exempt position.  
Salary: \$18 - \$21 per hour DOE/E, plus full benefits (medical, dental, & life, insurance; training, professional development opportunities, paid leave, Flexible Spending Plan or Health Savings Account, paid holidays, retirement plan with employer contribution)

**To Apply:** Submit application and resume via email, fax, or mail to:  
[cgruver@ccsalaska.org](mailto:cgruver@ccsalaska.org) or [jrizzootremba@ccsalaska.org](mailto:jrizzootremba@ccsalaska.org)

CCS Administrative Office  
2060 E. Industrial Dr.  
Wasilla, AK 99654

For more information or to download an application visit [www.ccsalaska.org](http://www.ccsalaska.org)

**CCS Early Learning is an Equal Opportunity Employer**