



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

VACANCY ANNOUNCEMENT

Date: August 7, 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: Sutton-Palmer Center (located inside Sutton Elementary School)
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)

To Apply: Submit application and resume via email, fax, or mail to:
cgruver@ccsalaska.org or rizzootremba@ccsalaska.org

CCS Administrative Office
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Wasilla, AK 99654

For more information or to download an application visit www.ccsalaska.org

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