



**Head Start
Center Support Specialist - Markesan
Part Time**

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Our Head Start Program needs a charismatic person who wants to make a difference in the lives of low-income children and families!

Come join a caring team of professionals who love what they do!

The primary responsibility for this position is to provide clerical services to our Markesan Head Start location. This position could work in a variety of environments within our Head Start Program. Additional responsibilities could include: aiding in the classroom, helping on the bus, or assisting with our nutrition program.

Responsibilities Include:

- Reception duties
- Transportation, education and clerical support
- Office operations
- Team support
- Professional development

Job Requirements:

- Excellent communication skills
- Ability to understand and relate to the needs of low income people
- Proficient with word processing, database and spreadsheet applications
- Ability to produce accurate, grammatically correct and professional documents
- Good at problem solving and possess management skills
- Self-starter, good listening skills, and a positive attitude
- Team player willing to help wherever needed or requested
- Pass a Criminal Background Check and drug screen

Starting pay is \$12.56/hr. Work schedule is Monday – Thursday 7am – 2pm.

Employment is for the program year, with summers off.

Benefits offered include: vacation, sick and holiday pay, 401k option.

Resumes and/or applications, with cover letters, submitted by **2/22/19** will receive primary consideration.

Send to: ADVOCAP Inc., Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to hr@advocap.org or FAX: 920 922-7214

www.advocap.org

AA/EOE