

## **EXECUTIVE DIRECTOR:**

W-JCC Community Action Agency, a non-profit is looking for an Executive Director. The Executive Director is ultimately responsible for the overall management of the agency and all aspects of the agency's operations. Key responsibilities include, but are not restricted to, overseeing the administration, community and public relations, program planning, agency liaison to the board of directors, personnel and fiscal management. This position reports directly to the agency's Board of Directors.

### **MINIMUM REQUIREMENTS:**

BA degree in Social Science, Public Administration, Business Administration or related fields with Master's Degree preferred. Must demonstrate multi-cultural understanding and sensitivity to the needs of the disadvantaged. Must have a strong background in community organization and coordination. Must have demonstrated program development and management capabilities sufficient for a staff of 15-60 persons. Must be able to pass background check investigation and provide a valid VA driver's license. EOE.

## **HEAD START TEACHER:**

The teacher is part of the Head Start team which accomplishes the federal program performance standards and assists the Agency to act as a catalyst to improve the quality of life of the entire community by developing relationship that allow all citizens to help themselves and each other. The teacher is responsible for planning, coordinating and implementing Head Start educational activities for preschool children and their families. The teacher reports to the Education Coordinator and is classified as non-exempt under federal Fair Labor Standards Act.

**QUALIFICATION:** AA degree in Early Childhood, and one year of teaching in preschool education. BA with certification in Early Childhood Education preferred. Experience working with diverse children and families. Ability to work independently. Current VA driver's license, and good driving record. Employment is subject to satisfactory background, criminal record, child abuse check, and pre-employment drug/alcohol screening.

## **TEACHER ASSISTANT—FLOATER:**

The Teacher Assistant-Floater is part of the Head Start team which accomplishes the federal program performance standards and assists the Agency to act as a catalyst to improve the quality of life of the entire community by developing relationship that allow all citizens to help themselves and each other. The TA-Floater assist in classrooms planning and management and assists with program transportation.

**QUALIFICATION:** High School Diploma or GED. Should have some experiences working with children in Early Childhood and/or classes in Early Childhood Education. CDA preferred. Work independently. Must poses current VA driver's license. Employment is subject to satisfactory background check, criminal record, and child abuse check, and a pre-employment drug/alcohol screening.

To Apply, please contact us at Williamsburg-James City County Community Action Agency, [312 Waller Mill Road, Suite 405, Williamsburg, VA 23185](#) or E-Mail [hrcaa@wjccactionagency.org](mailto:hrcaa@wjccactionagency.org)