

# JOB VACANCY

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**WHERE:** Portales Head Start & Early Head Start  
**POSITIONS:** Outreach Worker  
**OPENING DATE:** 1/07/2019  
**DEADLINE:** UNTIL FILLED  
**CONTACT:** Portales Head Start  
501 E. 1<sup>st</sup> ST. Portales, NM 88130  
[www.epcaa.org](http://www.epcaa.org)

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**Outreach Worker - Entry Wage \$11.27 (Wage based on qualifications.)**

**MINIMUM:**

1. At least 18 years of age.
2. High School Diploma or General Equivalency Diploma.
3. Two (2) year work experience in computer use.
4. Valid New Mexico driver's license, clear driving record and own transportation.
5. Ability to occasionally attend night or weekend meeting for performance of job responsibilities.
6. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare.
7. Ability to travel out of town to conduct or complete job responsibilities.

**PREFERRED:**

1. Associates or Bachelors in Business Administration, ECE or related field.

**EQUAL OPPORTUNITY EMPLOYER**