

JOB VACANCY

WHERE: Clovis Head Start/ Early Head Start
POSITIONS: Administrative Clerk
OPENING DATE: 08/24/2020
DEADLINE: UNTIL FILLED
CONTACT: Early Head Start/Head Start
901 MLK Blvd
Clovis, NM 88101
www.epcaa.org

Administrative Clerk (Clovis) - Entry Wage \$11.10 per hr. / 40 hours a week

Qualifications

Minimum:

1. At least 21 years of age
2. High School Diploma or General Equivalency Diploma.
3. Associate degree in Business Administration or Early Childhood Education. Equivalent work experience may be substituted.
4. Two (2) years computer experience.
6. Valid New Mexico driver's license, clear driving record, and own transportation.
7. Ability to travel out of town to conduct or complete job responsibilities Able to be cleared through NM State Licensing Bureau requirements for employment in childcare

Preferred:

1. Baccalaureate or advance degree in Early Childhood Education or Baccalaureate degree in any field with 8 or more courses in ECE.

EQUAL OPPORTUNITY EMPLOYER