



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Translator/Transition Coordinator	Warren	Children's Services

Closing Date: Open Until Filled

Full-time position with our Children's Services Program in Warren County. Duties include assisting children transitioning in and out of Head Start and working with children and their families whose native language is not English in accessing educational services and other resources. Must be able to communicate effectively in English and Spanish, both orally and in writing.

Qualifications:

Minimum qualifications for this position are a degree in Early Childhood Education, Child Development or closely related field, and be willing to obtain a Director's Credential if degree is not in Early Childhood Education, as well as a Trainer's Credential. This position requires individual to be bilingual in Spanish. Applicants must be computer literate and have working knowledge of basic computer software, as well as knowledge of basic office procedures and office management skills.

Salary:

Salary for this position will be based on education and experience, with an excellent benefit package.

Application Process:

For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at one of the following Community Action locations:

921 Beauty Avenue, PO Box 90014
Bowling Green, KY 42102

200 East Fourth Street
Bowling Green, KY 42101

171 Center Street
Bowling Green, KY 42101

E-mail: aroution@casoky.org

www.casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

Posted: 10/15/09