

ACCORD Corporation

Employment Opportunity

Position Title: **Enrollment Coordinator**

DIVISION: Infant and Child Services (Head Start)

BASE SALARY: Begins at \$10.86 to \$ 13.00 per hour based on education and experience

SUMMARY: ACCORD Corporation is seeking to fill a vacant, full time, 12-month non-exempt Head Start and Early Head Start Enrollment Coordinator at our Wellsville Center. The Enrollment Coordinator provides comprehensive intake, screenings, referrals, and enrollment for Head Start and Early Head Start families; makes eligibility determination; and provides referrals and follow up services to families on established waiting lists. The Enrollment Coordinator also monitors recruitment and outreach activities. Full benefit package with excellent paid time off.

HOURS OF WORK: Monday-Friday 8:00 a.m.-4:00 p.m. (40 hours per week), with some evening and weekend work required

QUALIFICATIONS: Candidates must possess an Associate's Degree in Family Development, Human Services or related field or the Family Development Credential and two years experience working with children and families; or the equivalent combination of education and experience.

Resumes and Letters of Interest will be accepted until 9/01/10. Please submit to:

Trina LaFleur, Human Resources Manager
ACCORD Corporation
PO Box 573
Belmont, NY 14813

Email: tlafleur@accordcorp.org

ACCORD Corporation is an EO/AA Employer