

## **Home Repairs Coordinator**

Be part of the solution! This is a new position within the CAPV Energy Department, funded for at least the next 3 years, to coordinate home repairs and modifications for elders in Hampshire County, Franklin County, and parts of the North Quabbin region.

The successful candidate must be highly motivated, results driven and detail oriented, with excellent communication and time management skills. The ideal candidate will have knowledge of the construction trades and experience working with professional contractors. Possession of a Construction Supervisors License (CSL) or Certified Aging in Place Specialist (CAPS) preferred. This is a year-round 37.5 hour per week position based out of Greenfield. Pay range \$ 24.72 - \$ 26.24 per hour. Excellent benefits, training opportunities, and a collaborative work environment.

We offer Health Insurance (CAPV pays 80% of the premium\*), Dental Insurance, Retirement Plan, Flexible Spending Plans (medical and dependent care), Vision Insurance, Short-Term and Long-Term Disability Insurance (CAPV pays 100% for the benefit), Sick, Vacation, Personal time and 12 paid Holidays

Please go <https://www.communityaction.us/job-openings> to apply, for full job description, and information regarding benefits\*.

Community Action is committed to a diverse workforce. AA/EOE/ADA

## **Food Pantry Program Coordinator**

Community Action seeks a full-time, energetic, highly organized individual with excellent customer service skills to manage CAPV's Center for Self-Reliance Food Pantries in Greenfield and Shelburne Falls. Coordinate and oversee all aspects of program operations at food pantry's two locations including but not limited to: supervising staff and volunteers; ordering food from various vendors; managing inventory and submitting payments to vendors; representing the pantry at meetings, forums and public events; and coordinating all data entry responsibilities and reporting requirements.

The ideal candidate will have a BA in a human services field; 2 years human service supervisory experience; 2 years' experience with program coordination, food insecurity and/or nutrition. Must have excellent skills in time management and written communication, the ability to work independently and as a team member, sensitivity to the needs of people with low incomes, excellent interpersonal skills, and ability to lift 50 pounds. Position is based in Greenfield. Flexible schedule when needed including weekend and evening hours. \$48,204 - \$51,148. Excellent benefits, training, supervision and collaborative work environment.

We offer Health Insurance (CAPV pays 80% of the premium\*), Dental Insurance, Retirement Plan, Flexible Spending Plans (medical and dependent care), Vision Insurance, Short-Term and Long-Term Disability Insurance (CAPV pays 100% for the benefit), Sick, Vacation, Personal time and 12 paid Holidays

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### **Cook (Amherst)**

Community Action Head Start & Early Learning Programs has a unique opportunity for a food service professional. The successful candidate must be highly motivated and have a passion for cooking for children, including preparing nutritious breakfast, lunch, and snacks for infant/toddler and preschool aged children. 40hrs/week school year / 35hrs summer. Pay range: \$14.92-\$15.83.

Excellent benefits - (health, dental, vision, paid holidays, sick, vacation and personal days), training, supervision and collaborative environment. Employment contingent upon satisfactory completion of a background investigation, including CORI, DCF, SORI and fingerprint-based checks.

Community Action offers a comprehensive benefits package. For positions with 20 hours or more we offer Health Insurance (CAPV pays 80% of the premium\*), Dental Insurance, Retirement Plan, Flexible Spending Plans (medical and dependent care), Vision Insurance, Short-Term and Long-Term Disability Insurance (CAPV pays 100% for the benefit), Sick, Vacation, Personal time and 12 paid Holidays.

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### **Data & Planning Coordinator (Northampton)**

Head Start & Early Learning Programs is seeking a curious and analytical thinker with a passion for improving systems and making a meaningful contribution to an early childhood education program that serves racially, ethnically, and linguistically diverse low-income pregnant women, infants, toddlers, preschoolers, and their families. Our dynamic Data & Planning department ensures the program is adhering to regulations, supports staff with their data and technology skills, and always pursues continuous quality improvement. The coordinator supports our annual Self-Assessment cycle of gathering data about and from our families and community and planning for program improvement.

The coordinator also helps lead ongoing implementation of our database, including developing and leading trainings, creating procedures, data integrity monitoring, and reporting. The role may involve other data, planning, and monitoring tasks to serve the program and the children and families enrolled. The coordinator must demonstrate excellent analytical, organizational, communication, and computer skills and should feel comfortable training adults.

Pay range: \$17.82-18.90 depending on experience, 35 hours/wk. Excellent benefits, training, supervision and collaborative work environment.

Community Action offers a comprehensive benefits package. We offer Health Insurance, Dental Insurance, Retirement Plan, Flexible Spending Plans (medical and dependent care), Vision Insurance, Short-Term and Long-Term Disability Insurance (CAPV pays 100% for the benefit), Sick, Vacation, Personal time and 12 paid Holidays.

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### **Family Advocate 1 (Greenfield)**

Large Head Start/Early Education and Care program has a unique opportunity for a passionate social service professional to make a meaningful difference working with families! The successful candidate must be highly motivated, results driven and detail oriented, with excellent communication, data entry, and time management skills.

The ideal candidate will have a BA/BS in Human Services or related field, 5 years of experience in Human Services, and 2 years case management experience and familiarity with Head Start. Minimum qualifications are an Associate's degree in related field, 1 year of experience Human Services or related field and 6 months case management experience.

Bilingual candidates strongly encouraged to apply. 35 hours per week/school year with a reduction in the summer. Pay range: \$16.83-17.85. Excellent benefits, training, supervision and collaborative work environment.

Community Action offers a comprehensive benefits package. We offer Health Insurance (CAPV pays 80% of the premium\*), Dental Insurance, Retirement Plan, Flexible Spending Plans (medical and dependent care), Vision Insurance, Short-Term and Long-Term Disability Insurance (CAPV pays 100% for the benefit), Sick, Vacation, Personal time and 12 paid Holidays.

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### **Family Advocate 1 (North Amherst)**

Large Head Start/Early Education and Care program has a unique opportunity for a social service professional to make a meaningful difference working with families! The successful candidate must be highly motivated, results driven and detail oriented, with excellent communication, data entry, and time management skills.

The ideal candidate will have a BA/BS in Human Services or related field, 5 years of experience in Human Services, and 2 years case management experience and familiarity with Head Start. Minimum qualifications are an Associate's degree in related field, 1 year of experience Human Services or related field and 6 months case management experience.

Bilingual candidates strongly encouraged to apply. 20 hours per week/school year. Pay range: \$16.83-17.85. Excellent benefits, training, supervision and collaborative work environment.

Community Action offers a comprehensive benefits package. We offer Health Insurance, Dental Insurance, Retirement Plan, Flexible Spending Plans (medical and dependent care), Vision Insurance, Short-Term and Long-Term Disability Insurance (CAPV pays 100% for the benefit), Sick, Vacation, Personal time and 12 paid Holidays.

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