



**Head Start/Early Head home based Home Visitor
(Franklin County - Current service provision is remote)
*\$1,000 sign on bonus***

Head Start & Early Learning Programs has a unique opportunity for a passionate Home Visitor to support and partner with pregnant women and families with very young children through virtual means.

The successful candidate must have knowledge of early childhood and parent development and be able to plan and implement engaging and effective home-based early educational learning experiences. They must be motivated and detail oriented, with excellent relationship-based, time management and data entry skills.

Minimum qualifications are an Associate's degree in ECE or Human Services (w/related ECE course work), 2 years' experience in Early Childhood Education and 1-year case management experience. BA level and Bilingual candidates encouraged to apply. 37.5 hours per week. Pay range: \$17.13-\$18.17. Excellent benefits, training, supervision, and collaborative work environment.

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

Facilities Associate

Full time position primarily in Hampshire County. Responsible for the general maintenance and/or minor repairs to all agency facilities, grounds, and equipment.

Must be able to work intuitively and independently as part of the Facilities team, able to be flexible to complete work based on program needs and schedule. Very good skill in use of hand and power tools, general maintenance skills and excellent customer service skills required. Travel required. Flexible hours with occasional evenings and weekends. Hourly rate is \$17.13 to \$18.17. Excellent benefits.

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

Fiscal Specialist

Community Action is seeking a full-time Fiscal Specialist who will be responsible for assisting the Fiscal department. This includes a variety of tasks that support Payroll, A/P and Billing. Excellent organizational skills and attention to detail are required.

Minimum qualifications High School or HS Equivalency and 4 years' experience in a business office environment including experience using computer and/or database systems. Located in Greenfield, 37.50 hours/wk, \$16.00-\$16.97 hr. Excellent employee benefits.

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

Energy Technician 2

The Energy Department at Community Action Pioneer Valley is searching for an experienced, independent Auditor to join our integrated team that provides Energy services to thousands of income-eligible clients each year.

The Energy Technician 2 conducts Energy Efficiency and Health & Safety audits for single and multi-family residences throughout Franklin and Hampshire counties, providing client education, contractor coordination, project management, and quality control assurance. The ideal candidate has worked in residential energy efficiency and/or construction, and holds certifications commonly required in this industry (IE OSHA 10, Lead RRP, BPI Energy Auditor and QCI).

Salary range for this full-time position is \$24.35 - \$25.83. CAPV offers excellent benefits, training, supervision, and a collaborative work environment.

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

SUBSTITUTES

(Franklin, Hampshire & West Hampden counties)

Head Start program seeks enthusiastic substitutes and temporary 1:1 educators who are interested in gaining experience in the field of early childhood education. Minimum qualifications include having some experience with children 0-5, with EEC certification preferred. Salary range: \$13.50-14.50.

Please go <https://www.communityaction.us/job-openings> to apply, for full job description.

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

Head Start/Early Head Start Home Based Home Visitor

Hampshire County – (Current service provision is remote)

Head Start & Early Learning Programs has a unique opportunity for a passionate Home Visitor to support and partner with pregnant women and families with very young children through virtual means. The successful candidate must have knowledge of early childhood and parent development, and be able to plan and implement engaging and effective home-based early educational learning experiences. They must be motivated and detail oriented, with excellent relationship-based, time management and data entry skills.

Minimum qualifications are an Associate's degree in ECE or Human Services (w/ related ECE course work), 2 years' experience in Early Childhood Education and 1-year case management experience. BA level and Bilingual candidates encouraged to apply.

32.5 hours per week. Pay range: \$17.13-\$18.17. Excellent benefits, comprehensive training (including Brazelton Touchpoints Approach and supporting families remotely), reflective supervision and collaborative work environment.

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

Resilience Hub Community Collaboration Coordinator

Anti-poverty agency for Hampshire County has a unique opportunity for a professional who has experience in community outreach and organizing with vulnerable populations. Community Action is partnering with the city of Northampton to coordinate and manage a centrally located community resilience hub, which will combine a day center for people at risk for homelessness, a trusted community resource center for all, and a flexible-use location that can be used for crisis response. Learn more about plans for the hub at the Northampton website: <http://northamptonma.gov/2166/Community-Resilience-Hub>.

The ideal candidate will have a successful track record of building relationships with public and nonprofit institutions, coordinating multi-disciplinary teams, and integrating the leadership of service recipients and people with lived experience in decision-making. The position requires proficiency with computers and technology, including data collection and reporting. This is a 30 hours/week position. Pay range: \$19.73 - \$20.93. Excellent benefits, training, supervision, and collaborative work environment.

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

RSVP Healthy Bones & Balance Program Coordinator

RSVP of the Pioneer Valley is seeking a part-time coordinator for its volunteer-led exercise program for seniors. Primary responsibilities include monitor program fidelity and performance of 80+ volunteer leaders at 27+ sites; collaborate with Master Trainer to plan and provide regular training for incoming and experienced leaders; and manage class start-up process at new sites, including marketing, leader recruitment, and administration.

The ideal candidate will have a BA in a related field; minimum of 3 years' experience working with volunteers and/or older adults; excellent organizational and project management skills; knowledge of video-editing and sharing software, preferred. Located in Northampton. Pay range: \$21.02-\$22.30/hr, 25 hrs/wk. Excellent benefits, training, supervision and collaborative work environment.

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

Data Entry Assistant Community Services

Community Action Pioneer Valley seeks Data Entry Assistant to provide database support for our internal resource directory and the Look4Help public resource directory (www.look4help.org). The ideal candidate will be someone who prides themselves in their ability to track down information by making phone calls and reviewing websites AND to accurately enter information in databases.

The position requires experience with data entry, working with databases, and customer service. Computer skills required include proficiency with Microsoft Office, including Word and Excel. This is a 30-hour/week position. Pay range is \$14.10-14.96/hour. Excellent training, benefits, supervision, and collaborative work environment.

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

Lead Teacher (Northampton)

Head Start Program seeks experienced preschool lead. NAEYC Accredited, excellent teacher: child ratios. Successful candidate must be EEC LT Pre-K certified and have a minimum of an AA in Early Childhood Education or related field; BA preferred. Position is 37.5 hours a week/full year. Salary Range: \$19.52-\$20.63 (includes full day differential).

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

Teacher Preschool (North Amherst)

Head Start program seeks preschool teacher for part day classroom, currently virtual but anticipated in person in 21-22 program year. Minimum AA in Early Childhood Education or related field, EEC certified. 32.5 hours a week/school year. Salary Range: \$16.00-\$16.97/hour.

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

Youth/WFD Outreach & Enrollment Specialist

The Outreach and Enrollment Specialist will be the first point of contact for participants and parents interested in our programs. This individual will develop and maintain relationships with schools, community partner organizations and represent CAPV Youth and Workforce Development Programs in the community. The specialist will receive all program referrals and conduct intake and assessment activities with participants and/or guardians to ensure program eligibility, document collection and that data entry is completed in alignment with agency and funder requirements.

The ideal candidate will have a high school diploma and one year of customer service experience. Full-time (37.5 hours/week); pay range: \$17.13-\$18.17. Excellent benefits, training, supervision and collaborative work environment.

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

Teacher Preschool (Greenfield)

Head Start program seeks preschool teacher for full day classroom. Minimum AA in Early Childhood Education or related field, EEC certified. 37.5 hours a week/school year. Salary Range: \$17.35-\$18.32 (includes full day differential).

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

Teacher Assistant/Bus Monitor (Amherst)

Head Start program seeks preschool assistant to work in classrooms and a daily afternoon bus run. Excellent teacher: child ratios. EEC Preschool Teacher Certification preferred. 27.5 hours/week/full year. Salary Range \$15.45 to \$16.31/hour (includes full year differential).

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

Assistant to the Site Supervisor (Northampton)

Head Start program seeks an administrative professional to provide administrative assistance to Supervisor of large site. Must be exceptionally organized and able to prioritize tasks, take initiative, be flexible, and be able to work both collaboratively and independently in a fast-paced environment. High School Diploma and 2 years related experience. 30 hours/week/full year. Salary range is \$15.06-\$15.97 per hour.

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

Teacher Assistant Infant Toddler (Westfield)

Head Start program seeks infant/toddler assistant to work in our extended day program. Excellent teacher: child ratios. EEC Preschool Teacher Certification preferred. 35 hours/week/school year. Salary Range \$14.10-\$14.96/hour.

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

Teacher Assistant (Northampton)

Head Start program seeks preschool assistant. Excellent teacher: child ratios. EEC Preschool Teacher Certification preferred. 37.5 hours/week/full year. Salary Range \$15.45 to \$16.31/hour (includes full year differential).

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

Workforce Development Specialist Young Parents Program – WIOA (Northampton)

Provide individual service and case management to assist parenting youth in meeting their education, training, family life and personal goals. Ability to provide trauma informed care based on positive youth development is essential for this role. Outreach, intake, case management, collaboration with service providers, and accurate data entry are important parts of this position.

This is a full-time nonexempt position with a pay range of \$ 17.13-18.17 per hour. Excellent benefits, training, supervision, and collaborative work environment.

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

Cook Assistant – Franklin County

High School Diploma or GED plus 6 months experience in a food service setting. Must be able to lift a minimum of 50 lbs and load/ unload food for delivery. Valid driver's license and evidence of a safe driving record a must. Job will include all aspects of food prep, serving, delivery and cleanup. Hours 27.5 school year; 17.5 summer.

Excellent benefits. Employment contingent upon satisfactory completion of a complete background investigation, including: CORI, DCF, SORI and fingerprint-based checks.

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