



333 Sheridan Avenue, Albany, New York 12206
Tel. 518-463-3175 Fax 518-463-3-8185
www.albanycap.org

Employment Opportunity

THE POWER OF CHANGE

- ANNOUNCEMENT DATE:** July 26, 2010
- POSITION TITLE:** Family Development Specialist (Part Time) – Early Childhood Education for Head Start and Universal Pre-K
- DEPARTMENT / LOCATION:** ECE/ Head Start sites
- RESPONSIBILITIES:** Assist individuals/families by providing family development services that develop & define steps toward goals (in measurable outcomes) that enhance self-reliance and greater community interdependence. Serve as a liaison between individuals/families and community agencies; responsible for developing and coordinating community resources and program services activities.
Perform a variety of programmatic & administrative customer-centered tasks including, but not limited to, customer outreach & intake, ongoing recruitment and enrollment, required data collection & record-keeping, assisting program team & Parent Committees with planned activities. Work closely with agency management, staff, & clients, as well as outside agencies, to support all agency programs in an effective & efficient manner to ensure quality program services for clients & the community.
- QUALIFICATIONS:** Associates Degree in Human Services, Social Work, Sociology, or related area, or a Family Development Credential is required. Good interpersonal & communication skills. Basic PC skills including database entry, word processing, and spreadsheet skills are required. May also be required to possess, and have ability to maintain a valid driver license.
- PAY RATE / BENEFITS:** \$12.01 an hour
Health & Dental; Vacation, Sick, Personal Leave; Holidays; Educational Assistance; 403(b)
- CLASSIFICATION / HOURS:** Non- Exempt, Part time (18.75 hours per week during program year)
- APPLICATION DEADLINE:** Submissions accepted until positions are filled.
- APPLICATION PROCEDURE:** Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources
333, Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please
-

Employment Opportunity

**PLEASE POST
PROMINENTLY**

**ACAP is an Equal Opportunity
Employer -- EOE/M/F/D/V
Alcohol/Drug Free Workplace
(pre-employment drug screen
and background check required)**
