

**Headline: Four Square Community Action (Cherokee, Clay, Graham, and Swain Counties) Is Hiring and Has Head Start opening for Children 3-5 years**

*Four Square is a vibrant non-profit organization that serves the four county region – Cherokee, Clay, Graham, and Swain counties and oversees multiple low-income support programs. We are a team-centered workplace that supports our community and values our employees. Full time employee receives benefits – including health, dental, and vision insurance, retirement savings account, paid holidays and vacation time pay. Part time is prorated. Regular hours are Monday – Friday.*

<p><b>HUD Outreach Specialist full time and Resource Development part time position</b></p>	<p><b>Head Start Teachers, Teacher Assistants, and Health and Disabilities Specialist HS Exec Assistant</b></p>	<p><b>Head Start is accepting new enrollees 3-5 years</b></p>
<p><b>Graham County – HUD Outreach Specialist.</b> Full time position– 40 hour/ week responsible for HUD Section 8 rental assistance services, housing inspections, and other community services programs.  <b>Education/Experience:</b> Requires excellent computer skills and an Assoc. Degree is preferred</p> <p><b>Andrews Office - Resource Development</b> part time position – 16-24 hours per week. Responsible for overseeing Four Square fundraising and management of relationships with financial partners. Duties</p>	<p><b>In all four counties Full and Part time Teachers and Teacher Assistant positions:</b> Responsible for educational oversight for children 3-5 years of age  <b>Education/Experience:</b> Assoc. or four year degree is preferred or willing to work toward degree. Prefer experience in early childhood education.</p> <p><b>Andrews Office: Head Start Health &amp; Disabilities Specialist:</b> Full time position responsible for oversight of health, nutrition, family services, and compliance monitoring for Head Start.</p>	<p><b>Available in all four counties</b>  Head Start serves low-income families of children 3 - 5 years old, including children with minor to severe disabilities for eligible families.  Our school year is August – June and basically follows the public school schedule. There is no charge for services and Head Start is licensed by the NC Division of Child Development and Early Education. Our goal is to educationally prepare children and their families for success in school and life by focusing on literacy, cognitive development, and social-emotional development along with the children’s health and well-being.</p>

<p>include planning fundraising events, interacting with donors and seeking out opportunities for financial support through grants and sponsorships.</p> <p><b>Education/Experience:</b> prefer experience in the field of planning, fundraising and donor relations. Great writing and computer skills.</p>	<p><b>Education/Experience:</b> Minimum of a bachelor's degree in relevant health or early childhood. Prefer experience in early childhood education or Head Start.</p> <p><b>Head Start Exec. Assistant:</b> Full time position responsible for coordination of HS office duties, assistance with enrollment, policy council, board support, and other duties. <b>Education/Experience:</b> Assoc. degree is preferred. Work experience in office management and excellent computer skills.</p>	
<p><b>Contact us at 828-321-4475 or email applications to <a href="mailto:info@foursq.org">info@foursq.org</a>, You may also pick up applications at our Central Office, 61 Milton Mashburn Dr. Andrews NC 28901, or online @ <a href="http://foursquarecommunityactioninc.com">foursquarecommunityactioninc.com</a> under Employment tab.</b></p>		