



E.O. Posting No. 103

## EMPLOYMENT OPPORTUNITY

**Title:** Parent Services Aide

**Program:** Head Start – Central Office

**Beginning Salary:** Negotiable depending on qualifications, experience, education

**Travel Required:** 5% out of area

**Duties:** Assist with Inventory-Purchase, Control and Distribution. Assist in parent meetings, Policy Council, Child, Parent and other Parent Services. Assist in trainings and preparation of related materials, produce monthly In-Kind Reports. Occasional reception duties and other general clerical duties. Manage invoices and bills, coding to appropriate program, running automated hard and copies, storage of data. Coordinate and maintain archives of child's data. Willing to fill in for child & family services as designated by Operations Manager. Must have the ability to organize time and work load, deal with vendors, applicants and parents. Must accept responsibility, profit from supervision and perform with good judgment under stress. Physical strength required.

**Minimum Qualifications:** High School Diploma or GED; experience working with parents and children in a human services organization, bilingual skills helpful. Valid Driver's License with both a good driving record and criminal background check.

**Preferred/Special Qualification:** Proficient computer skills; prior experience in working with diverse cultures and personalities. At least 2 years working in some capacity in a Social Service Program.

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Resumes/applications are being accepted until filled.

Deliver or submit resumes/applications to: Dollie Rosas, Head Start Operations Manager

Apply at: BVCAA Central Office  
3141 Briarcrest Drive, Suite 501  
Bryan, TX 77802

No Phone Calls Please.

Please visit [www.bvcaa.org](http://www.bvcaa.org) for an employment application.

**EOE**

Date Posted: 12/12/11