

P.A.C.E. Inc. Head Start is hiring for a Secretarial position.

Would you like to work for one of the areas most respected community organizations?

Requirements and Qualifications

Associates or High School Diploma with minimum of one year of full time relevant office experience. Knowledge of administrative and clerical procedures, preferably, in a school setting. Knowledge and experience with Microsoft Office. Strong interpersonal and writing skills and driver's license required. Spanish speaking helpful. Must be able to pass a background record check.

Responsible for the reception and secretarial needs of the program. S/he will perform routine clerical and administrative functions to support positive program operations including: drafting correspondence, organizing and maintaining paper and electronic files, providing information to callers, directing families to appropriate Head Start personnel/service areas. Will be responsible for assigned fiscal tasks including payroll. Duties will be performed to promote a welcoming and respectful environment supporting the program's mission and all children and families enrolled in PACE Head Start services.

Salary: \$12.30 – \$16.13/hr., 35 – 40 hrs. per wk., 48 – 52 wks. per yr.

Benefits: Low cost Health, Dental, Life and Vision Insurance are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: Monday, February 12, 2018

Send cover letter and resume or application to:

P.A.C.E., INC.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources