

PACE Inc. is Hiring for Several Positions in New Bedford

P.A.C.E Inc. is hiring and has immediate openings in New Bedford for office jobs and their HeadStart Program. DEADLINE: July 12th at 5pm. to apply!

ADMINISTRATIVE SERVICES ASSISTANT

SALARY: \$16.47 – \$19.51/hr., 35 – 40 hrs. per wk., 48 – 52 wks. per yr.

Associates Degree in Business Administration. Minimum of three (3) years office or related experience. Proficient in Microsoft Office Outlook, Word, Excel, and PowerPoint. Excellent interpersonal and communication skills necessary to interact effectively with all levels of personnel. Ability to prioritize and problem solve. Driver's license required. Must be able to pass a background record check.

Responsible for managing and supervising Administrative Support Services at both Head Start sites. The Assistant is the liaison between the program and consultants/representatives from software companies providing data management systems utilized by the program. S/he completes monthly billing for USDA and CCFA reimbursements and provides administrative and fiscal support for all program areas. The Administrative Services Assistant also has a key role in updating information about program services on social media sites.

Low cost Health Insurance, Dental, Vision Plan, and no cost Life 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: 5:00 p.m., Monday, July 12, 2021

Must e-mail a cover letter with your mailing address, title of position, and resume/application to: hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

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CUSTODIAN

SALARY: \$13.66/hr., 30 hours per week, 39 – 40 weeks per year, depending on funding.

Minimum of one (1) year experience in janitorial and maintenance work. Ability to perform minor repairs. Willingness to work around pre-school children in an educational environment. Must be physically able to climb ladders, bend, stoop, lift and carry items weighing up to approximately 60 lbs. and stand/walk continuously throughout the workday. Driver's license required. Must be able to pass a background check.

The custodian will be responsible for assisting in the general maintenance and sanitary conditions of the Head Start facility. The assigned daily schedule and cleaning sanitation guidelines must be followed and all applicable regulations adhered to.

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FOOD ASSISTANT

SALARY: \$13.66 per hour, 30 hours per week, 39 weeks per year
High school diploma or GED, ServSafe Certified preferred.
Minimum of one (1) year experience in the food service field required. Good Working knowledge of nutrition principles helpful with experience in large quantity cooking preferred. Driver's license required. Must be able to pass a background check.

The Food Assistant is primarily responsible for the delivery of meals, snacks, and for the pick-up of soiled containers from each classroom. She/he is responsible for the daily dishwashing duties in the kitchen.

Must be physically able to bend, stoop, lift, and carry items weighing up to approximately 60 lbs., must also have the ability to climb stairs, and to stand and walk continuously throughout the work day. Must meet state and federal mandates pertaining to credentials and professional development.

Low cost Health Insurance, Dental, Vision Plan, and no cost Life Insurance are available. Excellent compensation for vacation time, personal time, sick time, and paid holidays.

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