Job Posting Date: June 6th, 2014 **Application Review Date: June 20th, 2014 at 4pm**

Job Title: Family/Community Services Coordinator

Location: Mayville, ND

Compensation: $28,000 / year, with a competitive benefit package including family health coverage and employee retirement plan.

Recruitment: Internal/external

Start date: August 1st, 2014, 12 month position

Job Description: The Child Development Program in Mayville is seeking to hire a Family/Community Services Coordinator. Some key responsibilities include: family and community partnership building; family and child support, goal setting, and programming; child abuse and neglect reporting and follow-up; family emergency assistance; mental health series and follow-up. This position requires some travel.

Minimum qualifications:

- 4 year degree in Social Work or related field
- LSW
- Able to handle stressful situations
- Able to work discretely with confidential information
- Basic technology skills (MS Office, outlook)
- Experience working with children and families
- Ability to pass a background check
- Have or be willing to obtain CPR and 1st Aid certification

Preferred qualifications:

- Experience working in Head Start / Early Head Start Program
- Supervisory experience

To apply, submit: a MaSU Employment Application (available at www.mayvillestate.edu and click on the 'employment' link at the top of the page); a letter of application; a current resume; transcripts/certifications; and names and phone numbers of three professional references to: Noah Fischer, HR Officer, Mayville State University, 330 3rd Street NE, Mayville, ND 58257. Application materials received by 4pm on June 20th, 2014 will be given first consideration.

For specific questions regarding this position contact Allison.Johnson.3@mayvillestate.edu. An offer of employment will be contingent on passing a background check.

ND Relay: http://www.relaynorthdakota.com/

Mayville State University is an equal opportunity employer. Members of minority groups are encouraged to apply.

Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability.