



Ensuring the Success of the Child, Empowering the Family, and Strengthening the Community.

Communities United, Inc.

Creative Start Children's Centers

August 12, 2019

**Communities United, a leader in early childhood for 50 years,
is offering this exciting employment opportunity!**

Educator & Family Support Specialists (EFSS) – Waltham and Woburn Creative Start

The Educator & Family Support Specialist has dual responsibilities in the center which include assisting in providing a developmentally appropriate preschool classroom including positive child interactions, curriculum support, and assessment, as well as working with families to provide case management and support. In addition, the EFSS is responsible for working with families to provide case management and support to families in preparing their children for school. The EFSS provides outreach, recruitment and registration of children for the center as well as supporting the Agency Family Engagement Plan.

Qualifications

- Minimum of an Associates Degree in Early Childhood Education, Social Work, or Human Services or other related field, Bachelor's preferred
- EEC Teacher or Lead Teacher Preschool certified
- Strong computer skills, proficiency working with databases
- Excellent organization and communication skills (verbal and written)
- Experience working with infant, toddler and/or preschool children and families from low income and culturally diverse backgrounds preferred.

40 hours, Non-Exempt position, \$33,500 plus depending on education, plus benefits:

Generous Paid Time Off & Sick Time	\$50,000 Life Insurance
12 Paid Holidays	403-B Retirement Plan
Health Insurance	Dental Insurance
Short-Term Disability Insurance	Support for Professional Development

Interested candidates should forward their resume with cover letter to:

Communities United, Inc. – HR Dept.

Email: employment@communitiesunitedinc.org

CUI is an equal opportunity employer!



COMMUNITIES UNITED, INC.

4 Militia Drive, Suite 1 Lexington, MA 02421 | Phone: 617.744.6076 | Communitiesunitedinc.org