

Bradford Tioga Head Start, Inc. Ersea Coordinator

Anticipated opening for an Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Coordinator. The ERSEA Coordinator will provide direction and leadership for the agency's recruitment and community outreach initiatives; oversee ERSEA process; analyze, plan, and implement the ERSEA guidelines to ensure agency's eligibility, sections, and enrollment process is fair and reflects all program funding sources, and standards. Associates degree in Business or Human Services field and/or other related field required.

Bachelor's degree preferred. Professional experience working with families and public speaking preferred. Proficient in basic computer skills (creating and maintaining spreadsheets/formulas, etc.). Position is 80% full time (40 hours a week, standard school year with some summer hours). Benefit eligible position. Current child abuse, criminal history, driver record, and FBI background clearance required. Submit resume to:

**Bradford Tioga Head Start
5 Riverside Plaza
Blossburg, PA 16912
or online at: www.laurelhs.org. E.O.E.**