

Okanogan County Child Development Association

OPEN POSITION ANNOUNCEMENT

**This position is open until filled. Applicant review begins on 05/15/2020
OCCDA reserves the right to make a hiring decision at any time.**

Program Intern – Administration Office in Omak Head Start/Early Head Start/ECEAP/RHV

Are you a High School Junior or Senior, or a College or University student interested in Early Childhood Education, Child Development or any other Social Services career path? Are you detail oriented, energetic, and love to learn? OCCDA is excited to announce their summer opening for a Program Intern.

About the position:

OCCDA interns should be interested in learning all aspects of the Early Childhood Development field. The intern who fills this position should expect to learn the field from top to bottom and will complete this program fully aware of the industry and with excellent employment skills.

The ideal candidate will have the following:

- Flexibility
- Willingness to learn
- Strong communication skills
- Empathy
- Creativity
- Detail-oriented mindset

Required Education and Experience:

Interested in Early Childhood Education, Child Development or other related Social Services career path and currently enrolled as either:

- High School as either a Junior or a Senior
- College or University

Preferred Education and Experience:

- Bilingual/Spanish

Position is part-time at 20 hours per week June through August 2020. Starting Salary is \$13.50 - \$15.75 per hour.

To Apply:

Current OCCDA employees submit a Cover Letter, stating what qualities you would bring to the position.

All outside applicants must submit an OCCDA Employment Application, Cover Letter and Resume'; along with Proof of Education.

Submit by one of the following:

Mail or Drop off at **OCCDA Main Office**: 127 N. Juniper St., Omak WA 98841
Fax to: Julie Hurlbert at 509-826-3829 (Bring in the original application, if interviewed)
Email: jhurlbert@occda.net (Bring in the original application, if interviewed)

A copy of the full **Job Description** is available by contacting Julie at 509-826-2466 or jhurlbert@occda.net.
The required **OCCDA Employment Application** is available at the **Main Office** or can be downloaded from our website at www.occda.net.

Equal Employment Opportunity