

Institute of Community Services, Inc.

ICS, Inc. has the following position available:

Grenada Head Start Center Center Administrative Assistant I

Qualifications:

Center Administrative Assistant I – Preferable B.S. degree in early childhood education, child development, elementary education, child care, special education, psychology (with emphasis on child psychology), family and consumer sciences (with emphasis on child development).

NO APPLICATION WILL BE ACCEPTED WITHOUT A CERTIFIED COPY OF TRANSCRIPT.

Application may be requested beginning Thursday, August 14, 2025, at the Grenada Head Start Center located at 1102 Telegraph Street, Grenada MS or go on the ICS website: **www.ics-hs.org**; download an application, insert (declaration page) and (3) character reference forms on the employment link tab under Human Resources. Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. The deadline for application is Monday, August 25, 2025.

Salary Ranges:

Center Administrative Assistant I
\$19.201 - \$27.068

Outstanding Benefits:

Health Insurance (agency pays 90%)
Retirement (agency pays 6% to 10%)
Sick Leave
Paid Leave
Paid Holidays

ICS, INC IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATION BASIS OF RACE, COLOR SEX, THE NATIONAL ORIGIN, RELIGION, AGE OR DISABILITY.