

WEATHERIZATION DIRECTOR

Community Action Partnership of Dickinson has an immediate opening for a **Weatherization Director**. This position is responsible for the overall management of the day-to-day operation in the Weatherization Program. This position requires a BS/BA in Business Administration or related area with 3 years experience in personnel and financial management. Strong computer skills, analytical problem solving and excellent communication skills. Technical experience in construction, heating and housing development, required. Community Action offers a competitive salary with an excellent benefit package. Please email administration@dickinsoncap.org for more information.

HOUSING MODIFICATION SPECIALIST

Community Action Partnership of Dickinson and Williston, North Dakota has a full-time opening for a **Housing Modification Specialist**. Health, dental, vision, holiday and vacation benefits are provided. This position assists with the day-to-day operations of the area assigned within the Home Modification Program including work specifications, cost estimates and inspections, maintain client files, reporting and scheduling projects. Requires High School Diploma or GED. Course work in construction trade preferred. Four years work experience in construction or housing inspection field. Please email administration@dickinsoncap.org for more information.

CARPENTER ASSISTANT - DICKINSON, ND

Community Action Partnership of Dickinson, North Dakota has openings for **Carpenter Assistant** in the Weatherization Program. This position is full-time, year-round, Monday-Thursday. Health, dental, vision, holiday and vacation benefits are provided. Technicians are responsible for assisting in the weatherization of homes to include carpentry, insulating, pressure testing and analysis. Attend training seminars to become certified in several required skill areas. Requires High School Diploma or GED. Basic understanding in the areas of building construction, electricity, carpentry, heating, ventilation and/or air conditioning. Please email administration@dickinsoncap.org for more information.

CARPENTER ASSISTANT - WILLISTON, ND

Community Action Partnership of Williston, North Dakota has openings for **Carpenter Assistant** in the Weatherization Program. This position is full-time, year-round, Monday-Thursday. Health, dental, vision, holiday and vacation benefits are provided. Technicians are responsible for assisting in the weatherization of homes to include carpentry, insulating, pressure testing and analysis. Attend training seminars to become certified in several required skill areas. Requires High School Diploma or GED. Basic understanding in the areas of building construction, electricity, carpentry, heating, ventilation and/or air conditioning. Please email administration@dickinsoncap.org for more information.

ASSISTANT FOREMAN - WILLISTON, ND

Community Action Partnership of Williston, North Dakota has an opening for an **Assistant Foreman** in their Weatherization Program. This position is full-time, year-round, Monday-Thursday. Health, dental, vision, holiday and vacation benefits are provided. Responsibilities include assisting in the completion of Weatherization jobs and general carpentry work associated with the program. Assist with meeting the objectives of Community Action Partnership and assumes the lead role on the crew in the absence of the Foreman. Requires one year of general construction trade school or the equivalent. Three years full-time experience in general construction area and/or carpentry. Please email administration@dickinsoncap.org for more information.

FORMAN - WILLISTON, ND

Community Action Partnership of Williston, North Dakota has an opening for a **Foreman** in the Weatherization Program. This position is full-time, year-round. Health, dental, vision, holiday and vacation benefits are provided. Responsibilities include supervising the Weatherization Crew and overseeing the completion of Weatherization jobs. Assist with meeting the objectives of Community Action Partnership. Requires one year of general construction trade school or the equivalent. Four years full-time experience in general construction area and/or carpentry. Past supervisory experience. Please email administration@dickinsoncap.org for more information.

BUS DRIVER

Community Action Partnership of Dickinson has openings for a **Bus Driver** with our Head Start Program. The individual would drive bus throughout the academic school year, Monday through Thursday. Routes are morning, noon and afternoon consisting of approximately 2 hours per route. The bus routes will be within the city limits. Please email administration@dickinsoncap.org for more information.

HEAD START TEACHER ASSISTANT

Community Action Partnership Head Start of Dickinson has an opening for a **Teacher Assistant**. Work schedule for this position is from 7:45 am – 4:00 pm, Monday-Friday during the months of August through May. Position requires a High School Diploma or GED. One-year experience working with preschool aged children. Possess a Child Development Associate (CDA) credential or enroll after 3 months of employment and complete the coursework within one year of enrollment. Please email administration@dickinsoncap.org for more information. Starting wage is \$18.00/ hour.

HEAD START / EARLY HEAD START SUBSTITUTE TEACHER ASSISTANT

Community Action Partnership Head Start/Early Head Start of Dickinson, ND has openings for **Substitute Teacher Assistants**. Position requires a High School Diploma or GED. Six months experience with pre-school aged children. For more information please email administration@dickinsoncap.org.

INFANT/TODDLER TEACHER I

Community Action Partnership has a full-time opening for an **Infant/Toddler Teacher I** with our Early Head Start program in Dickinson, ND. Provides learning experiences in an Infant/Toddler Center based setting. Utilizes resources to ensure optimum care, growth and development of young children and family members. High School Diploma or GED required. Infant/Toddler Child Development Associate (CDA) credential. Minimum of 480 hours experience working with children in an Early Care and/or Education environment. Please email administration@dickinsoncap.org for more information.

HEAD START SUBSTITUTE TEACHER ASSISTANT - MOTT, ND

Community Action Partnership Head Start of Mott, ND has openings for **Substitute Teacher Assistants**. Position requires a High School Diploma or GED. Six months experience with pre-school aged children. Please email administration@dickinsoncap.org for more information.

HEAD START TEACHER ASSISTANT - MOTT, ND

Community Action Partnership Head Start has an opening for a **Teacher Assistant located in the Mott Regent Public School**. Work schedule for this position is from 7:45 am – 4:00 pm, Monday-Friday during the months of August through May. Position requires a High School Diploma or GED. One-year experience working with preschool aged children. Possess a Child Development Associate (CDA) credential or enroll after 3 months of employment and complete the coursework within one year of enrollment. Please email administration@dickinsoncap.org for more information.