

ASSISTANT DIRECTOR

Community Action Partnership of Dickinson has an opening for the position of **Assistant Director**. This position assists with plans and administering the agency in accordance with the stated purpose. In some cases, the Assistant Director also acts as Program Director for specific programs for specific periods of time.

This position requires at least two years of full-time experience in a nonprofit organization and a BS/BA Degree in Administration or a related field is preferred.

Community Action offers a competitive salary with an excellent benefit package. Please email administration@dickinsoncap.org for more information.

HEALTH COORDINATOR

Community Action Partnership of Dickinson has an immediate opening in the Head Start Program for **Health Coordinator**. This position is responsible for utilization of resources to ensure optimum health care and development of Head Start participants and family members.

This position requires a current Registered Nursing License in the State of North Dakota and a Bachelor's Degree in a related field, although BSN is preferred.

Community Action offers a competitive salary with an excellent benefit package. Please email administration@dickinsoncap.org for more information.

HEAD START SUBSTITUTE TEACHER ASSISTANT

Community Action Partnership 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.

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.

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 TECHNICIAN II - WILLISTON, ND

Community Action Partnership of Williston has an immediate opening in for the position of **Housing Technician II**. This position assists with the day-to-day operations of the area assigned within the Housing Program

including work specifications, cost estimates and inspections. Maintain client files, reporting and scheduling projects. Manages apartment complexes for the agency.

This position requires a High School Diploma or GED and two years' work experience in construction or housing inspections.

Community Action offers a competitive salary with an excellent benefit package. Please email administration@dickinsoncap.org for more information.

[Click here for position description](#)

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.

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.

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.

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.

