



### **Head Start Site Assistant - Mankato**

Assist to provide clerical supportive services for site operations and to assist with the food service management for the site. Must be able to process paperwork completely, neatly and accurately. Requires excellent communication and organizational skills. Experience working with Microsoft office software is required. Food service experience and bi-lingual beneficial. 36 hrs/wk. \$10.47/hr. Benefits include paid vacation and holidays. Submit cover letter, resume & application to MVAC HR, 706 N. Victory Dr., Mankato, MN 56001 or apply online at [www.mnvac.org](http://www.mnvac.org) by July 31<sup>st</sup>. MVAC is an EEO/AA Employer