



Alan R. Jones, Executive Director/CEO

Aging Services

- Nutrition Program
- Older Worker
- Senior Transportation

**Child and Family
Services**

- After School
- Child Care Resource
And Referral
- Head Start
- Early Head Start

Community Services

- Emergency Needs
- Food Pantry
- Homeless Assistance

**Employment and
Training**

- OneWorkSource
Business &
Employment
Center
(Partner Agency)

**Weatherization and
Energy Assistance**

- Assisted Home
Performance with
Energy Star
- Weatherization
Network Initiative
- EmPower NY

Position Posting

Adirondack Community Action Programs Inc. is looking for individuals who are willing to make a difference in the lives of others. Applications are being accepted for the following positions:

Director of Business Affairs/CFO

ACAP, Inc. is seeking a visionary and a dynamic leader to oversee all aspects of our Business/Financial/Personnel office.

The candidate must possess excellent communication, team building and interpersonal skills with a strong ability to multitask. This individual will motivate others and lead by example, while simultaneously managing the finances of a large, complex, grant funded operation. Knowledge of grant funded accounting and personnel department management is important. The ability to control, interpret, prepare and communicate the finances/business operations of ACAP, Inc. and provide information and guidance to the Executive Director/CEO, Agency Management and Agency Board of Directors. Preferred qualifications include a bachelor's degree in accounting and 3 years of leadership experience in a related field. This is a full-time position with benefits.

Early Head Start/Head Start Director

The applicant for this position must possess a bachelor's degree in Early Childhood Development, Human Services or other related degree. This position requires strong interpersonal and organizational skills, the ability communicate effectively, strong leadership qualities and administrative capabilities. This individual will be responsible for ensuring compliance with federal, state and local regulations. He/she will apply sound budgetary principles, intentional program planning to include school readiness, data management and program implementation that ensures the delivery of high-quality comprehensive services to the children and families of Essex County. This is a full-time position with benefits.

Interested candidates for this position should submit a letter of interest, and a resume by May 20, 2016 to: Executive Director/CEO, ACAP, Inc. P.O. Box 848, Elizabethtown, New York 12932.

AA/EOE

