

## **JOB OPENING**

Date Posted: October 12<sup>th</sup>, 2022  
Applications accepted until filled

### **THE FOLLOWING POSITION IS AVAILABLE:**

**Job Title:** Transportation & Facilities Coordinator  
**Primary Office Location:** Maintenance Office Head Start  
**Job Status:** Full-time  
**Minimum Starting Wage:** \$16.68  
**Job Number:** T&FC-MO10-11  
**Insurance Benefits:** Yes  
**Employee Referral:** Yes

### **MINIMUM QUALIFICATIONS REQUIRED**

Associate degree in business from a two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

### **GENERAL DESCRIPTION**

The Transportation and Facilities Coordinator is responsible for ensuring that the Head Start Division operates a safe and effective transportation program and ensures that agency facilities are developed and maintained in a safe and functional manner.

### **RESPONSIBILITIES**

Directly supervises 2-3 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. A complete list of duties and responsibilities for this position may be viewed at [www.escswa.org](http://www.escswa.org), Employment, Job Description, HS/EHS, Transportation and Facilities Coordinator, or contact Human Resources at 417-627-2025.

**TO APPLY**, submit application/resume and transcript to:

Economic Security Corporation  
302 S. Joplin St.  
Joplin, MO 64801  
or email to [careers@escswa.org](mailto:careers@escswa.org)  
Applications available at [www.escswa.org](http://www.escswa.org)  
or by calling 417-627-2025  
EOE

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