Template for flyer to advertise job openings at your Head Start and/or early Head Start program(s)

The flyer below is a template that Head Start and early Head Start programs can use to advertise job opportunities to people with refugee status. You can edit text enclosed in [brackets] to customize this flyer to your program details and offerings.

There is space in the table under the header “Job Openings at [INSERT PROGRAM NAME]” to insert information about employment opportunities at your program center.

| Job Openings at Your Local [Head Start OR Early Head Start OR Head Start and Early Head Start] Program[s] | [Insert logo here] |
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| **Are you a person with refugee status who is looking for a job? [INSERT PROGRAM NAME] is hiring!**  Head Start is an early childhood education model committed to 360-degree development of the whole child—providing a strong foundation to help set children up for a lifetime of learning and growth in school and in the wider world.  Family members of Head Start children with refugee status are encouraged to apply to one of our open job positions, which are listed below. Call [INSERT PHONE NUMBER (XXX-XXX-XXXX)], email [INSERT EMAIL ADDRESS], or visit [INSERT PROGRAM URL] to apply today! | Get the Benefits of Working at Head Start  **Flexible hours:** Part-time, full-time, and volunteer jobs  **Compensation:** Good pay  **Comfort:** Workplace that issafe, family-friendly, inclusive, and diverse  **Community:** Connect with other parents, professionals, and people in your community  **Assistance:** Help with meeting the needs of your family  **Convenience:** The ability to work in the same place your child learns  **Skills building:** Build skills on the job, including learning English as a second language  **Advancement:** Professional development to meet degree or certification requirements |
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| **Job Openings at [INSERT PROGRAM NAME]** | | |
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| **Job title** | **Full-time, part-time, or volunteer** | **Job description** |
| [Insert name of position to be filled] | [Indicate whether position is full-time, part-time, or volunteer] | [Insert description of the role’s responsibilities, including any required skills; and any other details that are important for applicants to know.] |
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