

Institute of Community Services, Inc.

ICS, Inc. has the following positions available:

Central Office

Child Development Specialist

Human Resources Clerk

Qualifications:

Child Development Specialist – B.S. degree in early childhood education or related field, three to four years of experience in early childhood education, and CLASS reliability.

Human Resources Clerk – Minimum associate degree preferred in H.R., business administration or related field. Attention to detail and confidentiality; basic knowledge of office software (Word, Excel), office management, communication and organizational skills.

Please submit an official transcript along with application. NO APPLICATION WILL BE ACCEPTED WITHOUT AN OFFICIAL TRANSCRIPT.

Salary Ranges:

Child Development Specialist

\$24.589 - \$31.16774

Human Resources Clerk

\$18.690 - \$27.704

Outstanding Benefits:

Health Insurance (agency pays 90%)

Retirement (agency pays 6% to 10%)

Sick Leave

Paid Leave

Paid Holidays

Application may be requested beginning Thursday, April 23, 2026, at the ICS Central Office located at 210 West Valley Avenue, Holly Springs, MS; or you may go online through the ICS website www.ics-hs.org, download an application and insert (declaration page) and (3) character reference forms under the employment link. Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. The deadline for application is Monday, May 4, 2026.

ICS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE, OR DISABILITY.