

## WELCOME TO NEK-CAP, Inc.

NEK-CAP, Inc. is a Community Action Agency organized in 1965 to:

- ☛ Fight Poverty
- ☛ Promote Self-Sufficiency
- ☛ Feed the Hungry
- ☛ Improve Social Services

Since 1965, NEK-CAP, Inc. has administered federal, state, and local grant programs, provided referrals to all other community resources, coordinated services, and facilitated collaborations among other agencies and local governments toward the goal of helping people thrive and ending poverty.

Our service area includes sixteen counties in Northeast and North Central Kansas: Atchison (AT), Brown (BR), Doniphan (DP), Jackson (JA), Jefferson (JF), Jewell (JW), Leavenworth (LV), Marshall (MS), Mitchell (MC), Nemaha (NM), Osborne (OB), Pottawatomie (PT), Republic (RP), Riley (RL), Smith (SM), and Washington (WS) Counties.

### THE PROMISE OF COMMUNITY ACTION

*Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

*NEK-CAP, Inc. administers government and private grants such as Administration for Children and Families/Department of Health & Human Services; Kansas Housing; the State Department of Education (KSDE); United States Department of Agriculture (USDA); and Housing & Urban Development (HUD).*



## NEK-CAP, Inc. Offices:

**Administrative Office (Hiawatha)**  
785-742-2222 or 888-904-8159  
www.nekcap.org

**Atchison County (Atchison)**  
Early Head Start & Outreach Office: 913-367-7114  
Head Start Center: 913-367-7848

**North Brown County (Hiawatha)**  
Early Head Start, Head Start Center & Outreach Office: 785-742-2222 x 113 or 114

**South Brown County (Horton)**  
Early Head Start, Head Start Center & Outreach Office: 785-486-2965

**Doniphan County (Troy)**  
Early Head Start & Outreach Office: 785-985-2619

**Jackson County (Holton)**  
Early Head Start & Head Start Center: 785-364-2109  
Outreach Office: 785-364-4055

**Jefferson County (Meriden)**  
Head Start Center & Office: 785-484-3317  
Early Head Start: 913-547-1362

**Leavenworth County (Lansing)**  
Early Head Start, Head Start Center & Office: 913-651-5692

**Marshall County (Marysville)**  
Early Head Start, Head Start Center, & Outreach Office: 785-562-2941

**Nemaha County**  
Early Head Start & Office (Sabetha): 785-300-0109  
Early Head Start, Head Start Center & Office (Seneca): 785-336-2927

**Pottawatomie County (Westmoreland)**  
Early Head Start & Outreach Office: 785-457-0122

**JW, MC, OB, RP, RL, SM & WS Counties (Beloit)**  
Outreach Office: 785-547-7136

# NEK-CAP, Inc.

*We provide comprehensive education and social services to low-income community members through collaborative partnerships focused on promoting the development of individuals and families, empowerment, and economic security.*



## Join Our Team



NEK-CAP, Inc. Administrative Office  
Northeast Kansas Community Action Program  
PO Box 380 - 1260 220<sup>th</sup> Street  
Hiawatha, KS 66434  
Phone: 785-742-2222 or 888-904-8159  
TTD/TTY: 785-742-3087  
Fax: 785-742-2164  
nekcap@nekcap.org ~ www.nekcap.org

## JOIN OUR TEAM

Thank you for your interest in a career with NEK-CAP, Inc. Employment at our agency will provide you with a valuable opportunity to utilize skills and abilities. You will work alongside a diverse, talented group of individuals who share a passion for helping to improve the lives of others while making our community a better place to live and work.

Current career opportunities, an on-line employment application and employee benefits are listed on our agency website, in the Career Opportunities link. Please read the entire job description as it provides information on essential job functions and minimum qualifications. All applicants selected for employment at NEK-CAP, Inc. must pass a pre-employment drug testing and criminal background check as required by agency policy. All Head Start positions require a health assessment and TB test. Some positions require you to obtain a CDL Driver's License to drive a small bus for the Head Start Program.

**NEK-CAP, Inc. does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. NEK-CAP, Inc. is an Equal Opportunity Employer.**

### NEK-CAP, Inc.'s VISON

*One by one all individuals, families and communities become self-reliant.*

**#BeCommunityAction**

If you are interested in applying for a position at NEK-CAP, Inc., you must fully complete the online employment application on our website - [www.nekcap.org](http://www.nekcap.org) or scan the QR code below, and submit your educational credentials (copy of high School diploma, GED, or unofficial college transcripts; black out any graduation year, date of birth, and social security numbers that may appear on the educational credentials you are submitting) to be considered for the position you are applying for.



For questions about employment at NEK-CAP, Inc. contact:

Director Human Resources  
Phone: 785-742-2222, ext. 130 or  
email [HR@nekcap.org](mailto:HR@nekcap.org)

## BENEFITS OVERVIEW

NEK-CAP, Inc. offers a comprehensive benefits plan designed to meet the needs of all our employees:

- ❖ Medical insurance
- ❖ Dental insurance
- ❖ Vision insurance
- ❖ 401(k) retirement plan with matching contributions
- ❖ Short-term and long-term disability coverage
- ❖ Life insurance
- ❖ Flexible spending accounts
- ❖ Paid vacation
- ❖ Paid holidays
- ❖ Tuition reimbursement

### Why YOU Want to Join Our Team?

- ❖ Dynamic people
- ❖ Team-oriented environment
- ❖ Make a difference every day
- ❖ Excellent benefits
- ❖ Competitive salaries
- ❖ Opportunity for advancement

