

June 29, 2018

Mahube-Otwa Community Action Partnership, Inc. has an opening for a **Director of Head Start Programs**. This is a full-time, 40 hour/week, benefited position.

TITLE: Head Start Director

DUTY STATION: Detroit Lakes, MN Mahube-Otwa Office

QUALIFICATIONS: **REQUIRED:** Must have at a minimum, a Bachelor's Degree and experience in supervision of staff, fiscal management, and administration. **PREFERRED:** Master's Degree in Early Childhood, Education, or Management-Related field. Preferred candidates will have experience working in community action, and completed CCAP (Certificate of Community Action Professional).

BASIC FUNCTION: The position of Director ensures high quality, whole family services are delivered to facilitate learning, independence, and trust among children birth to five years, families and pregnant women. The Director is client-focused, promoting the best interests of low-income children and families, while empowering them to become self-sufficient. The Director is community-minded, staying abreast of emerging issues affecting young children and families in our communities.

The person in this position oversees, is responsible for, and is resourceful in overall program direction and strategic planning, program communications/information systems, program design and implementation, program grants and budgets, data practices and confidentiality, reporting, assessments and evaluations, and compliance with Federal Performance Standards and State Regulations pertaining to Head Start, Early Head Start, and other early childhood programs.

This position directs approximately 100 staff at 11 sites located across five counties; staff work within multiple service areas including education and school readiness, family and community engagement, health and mental health, disabilities, nutrition, and transportation. Responsible for approximately \$6.5 million in total program budgets.

A COMPLETED APPLICATION IS REQUIRED.

Download at www.mahube.org

Mahube-Otwa Community Action Partnership, Inc.

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Detroit Lakes, MN 56502

218-847-1385

Email Applications to: hr@mahube.org

Application Deadline is July 20, 2018 at 4:30 p.m.

Equal Opportunity Employer