

Onslow County Partnership for Children

900 Dennis Road., Jacksonville, NC 28546 Phone: 910-938-0336 Fax: 910-938-0068

www.onslowkids.org

Early Head Start Director
Posted December 28, 2015
Salary range: \$38,585 - \$57,877

The Onslow County Partnership for Children (OCPC) is seeking a full-time Early Head Start Director. The Onslow County Partnership for Children is a non-profit organization that administers multiple grants for Onslow County. The Onslow County Partnership for Children mission is to ensure that children arrive at school healthy and ready to succeed. This mission is achieved by funding programs in the community aimed at serving children and their families.

The Early Head Start Director of the Onslow County Partnership for Children is responsible for community outreach for the EHS, contract oversight for all grants and contracts entered into by EHS, personnel management for all employees or associated contract staff positions of EHS, and coordination of all policy council activity associated with the partnership board; grant writing related to EHS funding; budgeting for EHS activities.

The Early Head Start Director supervises services to families that include but are not limited to: developing and distributing written materials and resources to families, adaptation of Born to Learn Curriculum and addressing grievances directly associated with Early Head Start.

The Early Head Start Director is responsible for services to the community particularly as they relate to community outreach. This component is necessary to strengthen the role of EHS in the Onslow County community. Community Outreach includes serving as a liaison between the EHS and other local organizations; serving on committees associated with the agencies; attending meetings; and making presentations and coordinating training to local organizations and businesses.

The Early Head Start Director must have knowledge of business administration and non-profit management. A Bachelor's Degree in Child Development, Early Childhood Education, Human Services or related field is required plus a minimum of five years related experience. A Master's Degree is preferred. Proficiency in budgeting, public relations, staff management, grant writing, and utilization of community resources is helpful. The Early Head Start Director must be able to communicate and work effectively with people from diverse backgrounds. The Early Head Start Director must have proficiency in Microsoft Office and a good working knowledge of computer program/software.

Interested applicants must complete an Onslow County Partnership for Children application. Applications can be obtained via the website, at any of our offices or by contacting Cathy Wangerin at cathy.wangerin@onslowkids.org or calling at 910.938.0336. Please drop off or mail applications to 900 Dennis Road., Jacksonville, NC 28546. Faxed or e-mailed copies will not be accepted. Position open until filled, however **applications received prior to January 15th will be given priority consideration.**

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