

ONslow COUNTY PARTNERSHIP FOR CHILDREN

Posted: 11/07/2017

Salary Hiring Range: \$27,019.00 - \$33,774.00

Job Title: Early Head Start Program Specialist
Program Model: EHS Program
Classification/Time: Full-time, Non Exempt
Reports to: EHS Director

Job Summary: This position is responsible for administrative and programmatic support duties associated with the Early Head Start Program. Duties include creating and maintaining record-keeping systems, database maintenance, community outreach and recruitment, assistance during program events, and EHS application in-take (in office or home).

Primary Responsibilities/Accountabilities:

- Participates in program planning and implementation of all service areas as part of an integrated team;
- Knowledgeable about EHS administration functions and responsible for receptionist duties;
- Serves as the Secretary to the EHS Policy Council; maintains minutes for meetings;
- Maintains all contracts, inventories, purchase orders, transportation requests and other important documents;
- Communicates with key individuals to include Policy Council and staff, families, the community and other stakeholders;
- Collects and tracks documentation for the Non-Federal Share requirements for the program;
- Engages in recruitment, presentations, and outreach activities as part of the EHS team;
- Collaborates with Facilities Manager regarding ongoing facility management in the family service building;
- All other responsibilities as they are assigned.

Staff Competencies/Qualities:

STRONG RELATIONSHIP/ENGAGEMENT SKILLS:

- Ability to work effectively with people from diverse backgrounds to include EHS families;
- Ability to work independently and use sound judgment;
- Ability to establish and maintain effective working relationships with others.

FLEXIBILITY/ADAPTABILITY:

- Ability to give and receive feedback; willingness to learn, and to embrace change and continuous growth;
- Ability to work well under pressure with diverse personalities and behavior-styles;
- Ability to work independently or in teams to accomplish goals.

STRONG ORGANIZATIONAL/PLANNING SKILLS:

- Ability to successfully manage multiple projects;
- Ability to demonstrate computer literacy/proficiency;
- Ability to express ideas clearly and concisely, orally and in writing to groups, and to individuals;
- Ability to demonstrate high level of accuracy and pays attention to details;
- Complies, evaluates, and organizes information and data for review and reports.

Hiring Requirements/Preferences:

- Associates Degree
- At least one to three years related experience;
- Current and former Head Star/Early Head Start parents are encouraged to apply for positions for which they are qualified.

Interested applicants must send cover letter and resume to 900 Dennis Road, Jacksonville, NC 28546. Attn: Cathy Wangerin. Faxed or e-mailed copies will not be accepted. Position is open until filled.

The Primary Responsibilities/Accountabilities section only includes core duties and is not a list of all duties. Job Performance must comply with OCPC's policies and procedures.