

**Head Start/Early Head Start Assistant Program Director
Greene Lamp Community Action Agency-An Equal Opportunity Employer
Kinston, NC 28501**

Salary Range:

\$24.00 - \$34.00 per hour

Benefits:

- Health insurance
- Dental insurance
- 401(k)
- Vision insurance
- Life insurance

Job description:

Pre-Employment Requirements:

- Criminal Background
- Annual Physical
- TB Skin Test
- Proof of COVID-19 Vaccination

Job Duties:

1. Work closely with the HS/EHS Program Director by assisting in the planning, implementation, and coordination of services for the Head Start and Early Programs;
2. Provide direct day to day supervision and monitoring for leadership and management area staff;
3. Assist with budget oversight and requirements of all Head Start and Early Head Start grants;
4. Assist with planning and evaluating programs and activities to assure compliance with Federal Performance Standards and North Carolina licensing requirements;
5. Assist with the implementation of an ongoing monitoring process that assures specific program objectives and activities are completed in a timely manner including an annual program Self-Assessment;
6. Establish and maintain internal and external effective communication systems;
7. Assist with ongoing development and updates of the Community Assessment and support the data gathered with respect to the Head Start Community Assessment Federal Guidance;
8. Assist with the collection and analysis of information for any and all funding applications (as determined),
9. Assist with uploading fiscal requirements into the accounting system for proper and timely payable;
10. Support the accuracy and timeliness of funding applications, inclusive of analyzing for useful data;

11. Be able to make sound judgement for proper service delivery;
12. Have strong and effective communication skills, inclusive of written and verbal, and
13. All other duties as assigned.

Minimum Qualifications:

A Bachelor's Degree in Early Childhood, Business Administration, Organizational Management, Social Work, Human Services, or related field with a willingness to obtain a Master's Degree in a related field. At least two (2) years of leadership, supervision, and/or management

Preferred Qualifications:

A Master's Degree in Early Childhood Education, Business Administration, Organizational Management, Social Work, Human Services, or related field. Extensive experience in administration, supervision, and/or other relevant experience in working with disadvantaged children and families. Well versed in Grant writing with exceptional leadership and communication skills.