**WASHINGTON CO. NB & PW CLUB, INC.**

Head Start & Ga Pre-K Program

**JOB ANNOUNCEMENT**

**ASSISTANT HEAD START DIRECTOR**

**Statement of Functions**

To assist the Executive Director in day to day operations which includes activities with federal, state and local programs; regulations, policies and procedures; and development of program services. Provide leadership functions. Coach, mentor, supervise, provide support to all staff, and work with the Executive Director in providing leadership in planning, designing, implementing and evaluating program systems, emphasizing the importance of achieving high standards of quality. Help to assure that the program is strategically positioned for the future.

**Minimum Qualifications**

Minimum of a Bachelor’s Degree in supervision of staff, fiscal management and administration, with a minimum of three years of professional leadership/management and supervisory experience.

Significant experience in administration, including balancing regulatory requirements with budget constraints and growing community needs. Head Start and Early Head Start programs experience preferred.

Experience in human resources, program management, including program planning, operations and evaluation and the use of management information systems.

Mail, or deliver resume to:

Wash. Co. NB & PW Club, Inc.

**ATTN: HR**

101 Jones Street

P. O. Box 896

Sandersville, GA 31082

Or

Email to: [m.ayers@nbpw.org](mailto:m.ayers@nbpw.org)

**DEADLINE: December 13, 2019 by (12:00noon)**

**Washington County NB & PW Club, Inc. is an Equal Opportunity Employer**