

Internal/External Job Posting: Site Manager

Position: Site Manager

Closing Date: Open until filled

The Site Manager is assigned NIM (National Interim Management) Contract Head Start and/or Early Head Start program(s) to ensure smooth transition from the previous grantee; oversee operation of the program in all areas to provide safe, quality services to children and families; supporting the goals of the program during the time period the federal Office of Head Start is conducting the replacement grantee process; transition to the replacement grantee; and, conducting close-out activities. This position requires extensive Head Start management experience. Extensive travel is required, but will work from a home office when not traveling to a Head Start program. This is an employment position with excellent benefits.

Education and Experience Requirements:

- A minimum of a Bachelor's Degree (Master's preferred) in a related field such as Education (Early Childhood Education, Special Education, Elementary Education), Human Services, Psychology, Public Health, Social Work, Family Services or Business Administration.
- A minimum of eight years of management experience required (ten years preferred), including experience in project management, staff supervision, fiscal/budget oversight, and implementation of comprehensive management systems in early childhood programs.
- A minimum of three years of experience required (five years preferred) as a Head Start/Early Head Start program director/associate/assistant director.
- *Preferred:* Bilingual (English/Spanish)

Send cover letter and resume to lgravelin@cditeam.org

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