



# MAHUBE-OTWA Community Action Partnership, Inc.

Serving Mahnomon • Hubbard • Becker • Otter Tail • Wadena Counties

*Our Mission... To Empower People to Achieve Self Sufficiency*

MAHUBE-OTWA is actively recruiting a **Head Start Site Coordinator**. We are seeking an enthusiastic and motivated individual to coordinate and supervise the delivery of educational and/or family support services provided in Head Start (HS) /Early Head Start (EHS) centers, home base, childcare sites, and family services for assigned staff. The Head Start Coordinator will train, coach, monitor, and oversee HS/EHS staff in the field. Partner with program staff and community resources to provide a continuum of services to children and families living in poverty from diverse backgrounds offering them the opportunity to reach self-sufficiency.

**Pay:** \$25.69 - \$27.21

**Schedule:** Day Shift, Monday – Friday, 40 hours/week, full time, year-round with reduced summer hours

**Remote Work:** Partially Remote, will travel within our 5 county area

**Location(s):** Detroit Lakes, MN, Fergus Falls, MN, or Pelican Rapids, MN

**Benefits:** Health & Dental Insurance, Vision, Short Term Disability, Long Term Disability, Life Insurance, Retirement Plan, Holiday Pay, PTO and more...

## **Qualifications include but are not limited to:**

- Four (4) year degree (BA or BS) in Education or Human Services with:
  - An emphasis in Early Childhood Education
  - A combination of education and experience may be considered
- Five years of experience in delivery of comprehensive services for families with children ages birth-5 years including planning, organizing, and supervisory skills; or a demonstrated ability to fulfill the job responsibilities.
- Must possess computer skills including, but not limited to, email, internet, data entry, and computer files
- At least five years of experience working with low-income families and preschoolers/infants/toddlers
- Knowledge of health, nutrition, early childhood development, and developmentally appropriate practices.
- Familiarity with Head Start Performance Standards, family systems, childcare licensing, and Whole Family approach. Must be able to make decisions relating to program operations.
- Exceptional professionalism required with staff, clients, families, partners, and stakeholders. Must be able to interact positively with children, families, and staff even in difficult situations.
- Must be able to engage in problem resolution, assess need/problem objectively, and manage crisis situations.
- Must possess strong organizational and interpersonal relationship skills as well as the ability to be resourceful, flexible, adaptable, and demonstrate commitment.
- Must be able to communicate effectively both orally and in writing. Must have the ability to train parents and staff as well as the ability to express/exchange ideas and provide instructions to staff, clients, and the public.
- Must be able to honor private/confidential information.
- First Aid and CPR certification required.
- Must possess a valid Driver's License, vehicle insurance, good driving record, and willingness to use personal vehicle in the course of employment.
- Must qualify to work with young children through DHS Background Study.

**Why join the MAHUBE-OTWA family?**

Be part of our team of passionate, purpose-driven colleagues who believe in our Agency values - Client Focused, Community Minded and Resourceful. Help us achieve our Mission to empower people to achieve self-sufficiency. Make a lasting impact in the fight against poverty and homelessness. Make a difference in the lives of others. Help us deliver tangible results that empower people and strengthen our communities.

**A COMPLETED AGENCY APPLICATION IS REQUIRED as well as 2 work related letters of reference.**

Complete application on our website [WWW.MAHUBE.ORG/APPLY-NOW](http://WWW.MAHUBE.ORG/APPLY-NOW)

MAHUBE-OTWA Community Action Partnership, Inc.

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***Equal Opportunity Employer***