



*Employment Opportunities
Helping People. Changing Lives.*

Title: Head Start Family & Community Partnership Manager
Reports to: COI Head Start Director
Designation: Regular/Full-time – 35 flexible hours per week (evening & weekend work is required)

Head Start is a federally funded program that provides high quality early childhood education, development, healthcare, social and nutrition services to children and their families. Becoming a Head Start Program Manager gives you a chance to make a real difference in the lives of young children and their families in Columbia County, NY.

The person in this position is responsible for overseeing the Enrollment, Recruitment, Selection, Eligibility and Attendance process for all Head Start children and families, coordination of all family services and development of community partnerships. The ideal candidate will have skills and knowledge in the following areas:

- Support Services – must be familiar with the range of support services available to families and children.
- Marketing and Outreach – develop tools and techniques for reaching out to eligible children and families. Develop strategies for collaborating with other agencies and community groups to reach more families.
- Personnel Management – provide ongoing supervision and professional development of Family Workers. Must have strong conflict resolution, listening, communication and group facilitation skills.
- Advocacy and Collaboration - consult and collaborate with families and with social service, mental health, law enforcement, and domestic violence intervention agencies and provide advocacy related to community issues that affect the families' well-being.
- Community Partnerships and Involvement - use partnerships to develop services in response to unmet needs and reduce unnecessary duplication of services.
- Technology - must have basic knowledge of computer systems and the ability to work with word processing, data management, and spreadsheet and data analysis programs

Required education and experience: Must have a bachelor's degree in social work, human services, family services, counseling, or a related field, plus one year or more experience working at a supervisory and professional level. Being bilingual in English and Spanish is very desirable.

A clean and valid NYS Driver's License is required. After an offer of employment is made, all Head Start employees are subject to inquiry with the New York State Central Register of Child Abuse and Maltreatment and a New York State Criminal History Check.

COI provides a competitive wage and excellent benefits for full-time employees including: Professional development opportunities, employee health, dental, & vision insurance with employer contribution; flexible spending account; 100% employer paid life insurance; 401(k) plan; up to 12 paid holidays, generous annual, sick and personal leave benefits; Employee Assistance Program.

Submit cover letter and resume to:
Gail Paone at Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534
Or by email - humanresources@columbiaopportunities.org

COI is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic characteristics, marital status, military service/leave, or arrest/conviction record consistent with applicable federal, state, or local laws.