



**Employment Opportunities**  
**Helping People. Changing Lives.**

**Title:** Program Specialist

**Designation:** Regular/Full-time – 35 hours/week – 52 weeks/year – may include some nights and weekends

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. You can make a real difference in the lives of young children and their families in Columbia County, NY.

**Program Specialist** – The successful candidate for this position will, with great attention to detail, provide logistical and program support to COI Head Start managers and staff who deliver services to enrolled children and families. Duties will include

- Implement systems that ensure there are adequate supplies, materials and equipment in place to maintain high quality services to children and families
- Support staff in meeting and maintaining day care licensing requirements at multiple sites
- Arrange for needed repairs and improvements to ensure a safe and well-maintained classroom
- Assist with eligibility, recruitment, selection, enrollment, attendance and family engagement related activities

**Education and Experience:**

- A high school diploma or equivalent is required
- An Associate's Degree is preferred.
- Intermediate computer competency skills are required
- Experience managing and completing multi-step procedures/processes is required.

**Other:**

- This position requires a clean, valid, New York State driver's license
- Fluency in English & Spanish is desirable
- 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 and federal criminal history check

**Benefits:**

- Professional development opportunities
- Employee health, dental & vision insurance with employer contribution
- Flexible spending account
- 100% employer paid life Insurance
- 401 K Plan
- 11 paid holidays generous annual, sick and personal leave benefits
- Employee Assistance Program.

**Please submit cover letter and resume to:**  
**Gail Paone at Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534**  
**Or by email - [humanresources@columbiaopportunities.org](mailto: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.*