

Program Administrator

Cardinal McCloskey Community Services

Bronx, NY

Program Director

Full-time

Onsite

\$75,000 - \$80,000 a year

Posted on November 1, 2023

Organization Statement

At CMCS (Cardinal McCloskey Community Services), our mission is to protect, empower and promote independence for at-risk children and families and those with developmental disabilities through quality community-based services.

CMCS offers excellent benefits package including medical, dental, vision, retirement plan, generous paid time off, flexible work schedules.

We encourage you to join our dedicated and diverse workforce by applying today!

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Job Description

As a **Program Administrator** you will play an important role in all administrative duties that will contribute to the successful operation of the Cardinal McCloskey Early Childhood Education Division sites. This position will work collaboratively with the Assistant Program Administrator/ Program Coordinator to provide daily oversight of all aspects of the program including supervision of staff, compliance with all regulator's requirements and program operations.

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Qualifications

- Caring, upbeat personality.
- Any of the following New York State Teacher's Certificate Professional/Permanent (or equivalent certificate from another state, which is recognized by the NYSED): Nursery -

6th Grade, Early Childhood (Birth - 2nd Grade).

- Master's or bachelor's degree must be in Early Childhood Education.
- 2 years group teaching experience.
- A minimum of 3-5 years administrative experience in early childhood education
- Knowledge of Head Start Performance standards, ECE requirements, DOHMH licensing and DOE UPK. CLASS, HSPPS
- Demonstrate leadership qualities, mature judgment, and the ability to work cooperatively.
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

Apply at:

Cardinal McCloskey Community Service Website:

<https://cmcs.applicantpro.com/jobs/>

or

Send Resume to:

Myriam Sanabria at:

msanabria@cmcs.org