

# Associate Director “ Resilient Children And Families Home And Center Based Services

Pro Action of Steuben & Yates, Inc.

Bath, NY

Program Director

Full-time

Onsite

\$35.00 - \$40.00 an hour

Posted on October 23, 2024

## Organization Statement

As a Community Action Agency, Pro Action is responsible for helping people and changing lives. We are effective stewards of federal, state, and local resources, using them efficiently to improve the resiliency and future prospects of the people we serve. We take these responsibilities seriously, and are proud of the contribution our work makes to the health of the local economy.

## Job Description

Are you searching for a job that fills you with a sense of purpose, a job that makes you feel a part of something bigger than yourself?

The **Associate Director “ Resilient Children and Families Home and Center Based Services** is responsible for leading, planning, directing, and administering the Head Start Program. The ideal candidate will have a strong background in leading and developing staff and a business acumen focused on sound financial management, and creative problem- solving; including the ability to read, understand, and implement government regulations, rules, and procedures

Job duties of the **Associate Director** include but are not limited to:

- leading all areas of the Resilient Children and Families Home and Center Based service area.
- required to interpret, understand, and implement federal, state and agency regulations to ensure systems are in place that maintain high quality services to children and families.
- develop and submit an annual funding application to the Office of Head Start; work with the CEO & CFO to develop annual budgets and necessary amendments and make program

adaptations to meet budget parameters

- submit accurate reports to Pro Action's Board of Directions and Senior Management, Head Start Policy Council, Federal and State Offices of Head Start and other funding sources.
- direct supervision of management staff and provides guidance to all program staff.
- maintain and develop positive collaborative partnerships with multiple school districts throughout Steuben and Yates Counties and with other community partners.

## Qualifications

Qualifications for this position include the minimum of a Bachelor's degree in Business, Public Administration, Project Management, Human Services, Psychology, Early Childhood or related field. This position requires a minimum of five years of management experience relative to Human Services as well as a minimum of five years of staff/supervisory management, fiscal management, grant management, working with multiple priorities, program planning, operations, and evaluations. Must have consistent, reliable transportation and a driver's license meeting agency standards.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

\$35-40 per hour. This position offers generous employee benefits that include medical, dental and vision insurance coverage, a retirement plan with employer contributions, generous paid time off and sick leave and several paid holidays.

Please submit a complete application packet including a letter of interest, resume, employment application and copies of unofficial transcripts to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org)

## Additional Information

*It is the policy of Pro Action of Steuben and Yates, Inc not to discriminate against any applicant or employee, intern, volunteer, etc., based on race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, reproductive health decisions, familial status, national origin, physical or mental disability*

*(including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by applicable federal, state or local laws.*

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