

# Program Manager Ece

Catholic Charities Brooklyn & Queens

Long Island City, NY 11106

Other

Full-time

Onsite

\$77,382 - \$82,909 a year

Posted on February 5, 2026

## Organization Statement

For over 125 years, Catholic Charities Brooklyn and Queens has been providing quality social services to the neighborhoods of Brooklyn and Queens, and currently offers 160-plus programs and services for children, youth, adults, seniors, and those struggling with mental illness.

## Job Description

The Program Manager supervises all functional areas of program in Early Childhood Development, Family and Community Partnerships, and Program Design and Management. An applicant will be responsible to organize the work-related tasks to ensure the smooth operation of the center; facilitates parent involvement in all aspects of the program. The Program Manager implements the Agency, Board, Federal Head Start, DOH, Collaboration and Center policies, procedures, and regulations. An applicant complies with procedural norms and standards of attendance, punctuality, and confidentiality regulated by HIPPA.

## Responsibilities

- Oversees all day operations in conjunction with staff from each Functional Area (Education, Social Service, Administration, Health and Nutrition, Safety & Facilities, Disabilities, etc.) plans strategies, implements procedures, provides ongoing evaluation, and performs consistent monitoring of the program's overall performance based on observation and review of documentation.
- Ensures that all staff work cooperatively to provide a learning environment based on the Montessori approach that helps children develop physically, emotionally, socially, cognitively, and creatively.
- Completes and submits reports (CACFP, End of the Month's, Outcomes, Reports, etc.)

according to established timelines, upgrades records, responds to parents and families' request for services and conducts home visits.

- Interacts with staff, parents, and community to keep lines of communication open among these functional areas in order to ensure that the program is providing appropriate services.
- Encourages parents in their role as their children's primary teachers by acting as resource person (i.e. disseminating information, actively listening to parents, offering suggestions, etc.).
- Sets standards for the quality of the program by helping staff to understand, meet and exceed the Federal Performance Standards and other measures of quality as per Federal Head Start, including but not limited to the performance outcomes and intake/enrollment processes.
- Designs work schedules for staff incorporating specific timelines for the task accomplishment.
- Maintains a roster of active volunteers to ensure proper coverage of all classrooms according to the Department of Health regulations.
- Ensures client fees are collected, deposited, and recorded in an accurate, timely, and up-to-date manner (Child Care Site).
- Ensures staff health records (annual medical exams) are up-to-date as required by the Department of Health.
- Ensures facility is healthy, safe, and secure at all times by conducting daily walk-through and completing a NYC Children's Services Health and Safety Inspection (Facilities) Checklist at least three times per year.
- Responsible for hiring, discipline, and discharge of staff in accordance with the Agency's policies and Collective Bargaining Agreements.
- Provides immediate supervisor with a detailed written weekly schedule and informs him/her of any unplanned changes/conflicts in this schedule as soon as they arise.
- Notifies immediate supervisor and program site in the event of an unplanned absence (illness, personal emergencies, etc.).
- Performs other duties as assigned.

## **Qualifications**

- M.A. /M.S. degree in Early Childhood Education required.
- NYS Certification - birth-grade 2 or N-6 required.
- Minimum of 3 years teaching experience in a preschool setting required.
- Supervisory experience preferred.
- Frequent sitting, standing, walking, talking, hearing, seeing, stooping, kneeling, crouching, & crawling.
- Occasional running.
- Must be able to occasionally lift and/or move up to 30 pounds.

- Ability to travel to multiple locations within the five boroughs as needed.
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

Submit your application at: <https://jobs.dayforcehcm.com/en-US/ccbq/CANDIDATEPORTAL/jobs/28545>

## Additional Information

### **BENEFITS:**

- We offer competitive salaries and excellent benefits, including:
- Generous time off (Vacation/ Personal Days/ Sick Days/ Paid Holidays annually)
- Medical
- Dental
- Vision
- Retirement Savings with Agency Match
- Transit
- Flexible Spending Account
- Life insurance
- Public Loan Forgiveness Qualified Employer
- Training Series and other additional voluntary benefits.

For more information on our organization, please visit our website at:

[www.ccbq.org](http://www.ccbq.org)

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