

Director, Children's Center Project Hope

Project Hope's Children's Center, located on Magnolia St. in Dorchester, seeks an experienced Director to ensure the delivery of high quality care to children in our community. The Center hosts appr. 26 children in its two classrooms (pre-school and infant/toddler). Duties include development and oversight of center budget, administrative management, regulatory and safety compliance, curriculum development, accreditation preparation, parent communication, marketing, assessment, record keeping and reporting, and staff management.

Qualifications:

- B.A. degree in Early Childhood Education or Human Services + EEC Director I or II qualification (or ability to obtain within 2 months);
- 5+ years' experience working with family child care systems and state child care regulatory and contracting agencies with diverse, low income populations in urban areas;
- Familiarity with Teaching Strategies Gold on-line assessment tool, and Ages and Stages screening tool;
- Strong computer skills;
- Strong organizational, supervision and teamwork skills;
- Bilingual in Spanish and English preferred.

Send cover letters and resumes to: jgrogan@prohope.org