



Community Action Organization of Erie County, Inc.

70 Harvard Place ■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

Funding Sources:
U.S. Dept. of H.H.S.
N.Y. State Dept. of State
County of Erie
City of Buffalo

DECEMBER 15, 2011

JOB NOTICE

IN-HOUSE/PUBLIC

The following position is available in our CAO Early Head Start Program located at 2422 Delaware Avenue, Buffalo, NY

POSITION: EARLY HEAD START MANAGER

DUTIES:

Responsible for the formulation, coordination and implementation of all facets of the Early Head Start Program, including but not limited to, yearly budget and narrative preparations, staffing, Performance Standards & NYS Day Care Licensing Standards. Administers and supervises the direct run agency program and all of its service areas (child, education, health, mental health, and nutrition, family and community service area, disabilities service area, and program/management service area).

QUALIFICATIONS:

Master's degree in Early Childhood Education, Child Development or Education with specialization in Early Childhood, Social Work, Human Services or Business & a minimum of four years work experience, at least two of which must have been in administrative. Must have at least two years of the above experience with children neonatal through three years of age.

Or

A Bachelor's degree in the above areas & a minimum of five years successful work experience in human services, at least two of which must have been in an administrative capacity. Work with low income children & families preferred and at least two years of the above experience with children neonatal through three year of age.

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Minimum of 1 year of supervisory experience required. Experience and/or knowledge of special education behavior guidance techniques desired, and the above skills.

SALARY: Starting at \$35,000.00 – 39,500.00 annually, plus benefits.

Application/ resume will be accepted at the CAO Human Resource Department 70 Harvard Place, up to and including December 30, 2011 or email resume to caohr@roadrunner.com

JOB POSTING #239