

**Mississippi Action for Progress, Inc, a large early childhood development program serving Yazoo County has immediate opening for the following positions:**

**Regional Support Specialist:** Under the direct supervision of the Regional Administrator, the incumbent will be responsible for the overall maintenance and general repair of Head Start facilities, equipment, and vehicles in the region. Duties include: Overseeing a safe and efficient transportation system in the Region; Ensuring that applicable local, state, and federal guidelines are met; Monitoring the distribution/inventory of supplies, and supervising custodial staff in the region. Desired Qualifications: B.S/B.A. degree in Industrial Arts or related field with Two (2) years demonstrated experience in management/supervision; Excellent oral and written communication skills required; Must possess the skills to make minor repairs to facilities, or the ability to make an assessment of major repairs on vehicles and facilities; Frequent travel, some overnight; CDL License with PS endorsement required.

**Center Administrators** - Under the supervision of the Regional Administrator, this position has the responsibility of managing the day-to-day operations for assigned Center(s) to ensure the delivery of quality services to enrolled children and their families. This position is responsible for compliance with all applicable Head Start Performance Standards, Agency policies, and State regulations governing the licensure of childcare facilities. Desired Qualifications: Master's Degree in Early Childhood Education (ECE), Human Resources, or equivalent combination with three (3) years of demonstrated experience in management, administration and supervision of a childcare facility, or related social service program. Minimum Qualifications: Bachelor's Degree in Early Childhood Education (ECE), Human Resources, or equivalent combination with five (5) years of demonstrated experience in management and supervision of a childcare facility, office management, case management, or related social service program; Frequent travel, some overnight required; Valid Mississippi Driver's License required and access to a reliable vehicle. An in-depth knowledge of the Head Start Program Performance Standards, Mississippi Child Care regulatory environment, other social service/child development programs or related experience in a non-profit organization preferred.

*All employees must pass a criminal background check before hire.  
Travel required - some overnight. Salary is commensurate with experience.*

***Submit resume' and transcript to:***

**Mississippi Action for Progress, Inc.  
Human Resource Department  
1751 Morson Road  
Jackson, MS 39209**

**[www.badams@mapheadstart.org](mailto:www.badams@mapheadstart.org)**

**Opening Date: 11/26/2018**

**Closing Date: 12/10/2018**