

# **UPPER SOUTHERN DISTRICT EMPLOYMENT OPPORTUNITIES**

**Center Administrator – Natchez**

**Center Administrator – Mc Comb**

**District Clerk - Natchez & Mc Comb**

**District Secretary - Fayette**

**District ECE Coach**

**District ECE Specialist**

**District Program Generalist**

**07/20/2022 – 08/01/2022**

## **Mississippi Action for Progress, Inc.**

### **District Secretary**

**Opening Date: 07/20/2022**

**Closing Date: 08/01/2022**

Under the supervision of the District Manager, the position is for a District Secretary with an early childhood development center serving Claiborne, Franklin, Jefferson and surrounding counties in South Mississippi. The incumbent will be responsible for all clerical/secretarial duties in the district to include: Answering the telephone, typing letters, preparing reports/memos, reviewing purchase order requisitions, and examining the district's request for supplies or payment documents/invoices for accuracy.

**Desired Qualifications:** Bachelor's Degree in Business Education, Secretarial Science, Office Administration, or a related field and, Two (2) years of experience working in an educational environment or early childhood development program. Strong oral and written communication skills required. **Minimum Qualifications:** Associate Degree in Business Administration / Office Technology or related discipline, with two or more years of experience in general office practices with emphasis on receptionist and switchboard experience. Strong computer skills using PCs and a variety of software applications, word processing, databases and email are required. Ability to work in a fast paced multi-task environment. Travel required, some overnight.

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**Covid-19 vaccination(s) required.**

**Submit resume and official copy of transcript to:**

**Miraea H. Gavin, Human Resources Director**  
**Mississippi Action for Progress, Inc.**  
**1751 Morson Road**  
**Jackson, MS 39209**  
[mgavin@mapheadstart.org](mailto:mgavin@mapheadstart.org)  
[badams@mapheadstart.org](mailto:badams@mapheadstart.org)  
**(601) 923-4100**

**Mississippi Action for Progress, Inc.**

**DISTRICT CLERK**

**Natchez, MS\***

**Mc Comb, MS\***

**Opening Date: 07/20/2022**

**Closing Date: 08/01/2022**

Position is for a District Clerk with an early childhood development program located in Mc Comb or Natchez, MS. Under the supervision of the Assistant District Manager, the incumbent has the responsibility of assisting with the overall day-to-day operations of the assigned district office to ensure delivery of quality services to children and families. This position also has the responsibility of overseeing the main reception area, and performing other administrative/clerical functions.

**Desired: Qualifications:** Bachelor's Degree in Business Administration/Office Technology, or related discipline and one year of experience. **Minimum Qualifications:** Associate Degree in Business Administration / Office Technology or related discipline, with two or more years of experience in general office practices with emphasis on receptionist and switchboard experience. Strong computer skills using PCs and a variety of software applications, word processing, databases and email are required. Ability to work in a fast paced multi-task environment. Travel required, some overnight.

**Covid-19 vaccination(s) required.**

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**(601) 923-4100**

**\*Indicate Location: (Natchez or Mc Comb)**

**Mississippi Action for Progress, Inc.**  
**Early Childhood Education (ECE) Coach**

**Opening Date: 07/20/2022**

**Closing Date: 08/01/2022**

Early childhood development program serving Adams, Amite, Claiborne, Franklin, Jefferson, Lamar, Marion, Pike, Walthall, and Wilkerson counties has immediate openings for the following positions - ***Early Childhood Education Coach (ECE)***. The primary responsibility of the ECE Coach is to provide support to the classroom/teaching staff in maintaining compliance in early childhood teaching strategies, classroom management, and offering one-on-one training and technical assistance as needed for children ages zero to five to include: Implementing ECE services for ages zero to five. *Position requires frequent travel, some overnight.*

**Desired Qualifications: Master's degree** preferred in Early Childhood Education-ECE or Child Development-CD, and at least three years demonstrated related experience with age groups 8 weeks to 5 years through employment or practicum, in a pre-school educational environment **Minimum Qualifications: Bachelor's degree** in Early Childhood Education or Child Development, and at least five years demonstrated related experience working with children ages 8 weeks to 5 through employment or practicum in a pre-school environment.

**Covid-19 vaccination(s) required.**

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**Mississippi Action for Progress, Inc.**

**CENTER ADMINISTRATOR -**

**THOMPSON HEAD START CENTER**

**Opening Date: 07/20/2022**

**Closing Date: 08/01/2022**

Position is for a Center Administrator with an early childhood development center located in Natchez, MS. Under the direction and supervision of the District Manager, the incumbent has the responsibility of supervising and managing the overall day-to-day operations of assigned center to ensure delivery of quality services to children and families. **Desired Qualifications:** Master's Degree or above in Early Childhood Education, Business Administration, Human Resource Management, Education Administration, or related discipline with a minimum of 18 hours in Early Childhood Development and three (3) years of experience in a preschool child development program. 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. **Minimum Qualifications:** Bachelor's Degree in Early Childhood Development, Business Administration, or related management field with a minimum of 18 hours in Early Childhood Development, and five (5) years demonstrated experience in a leadership or management position with an early learning environment program. Excellent benefits package. Travel required - some overnight. Salary is commensurate with experience. Excellent oral and written communication skills required.

***Covid-19 vaccination(s) required.***

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[mgavin@mapheadstart.org](mailto:mgavin@mapheadstart.org)  
[badams@mapheadstart.org](mailto:badams@mapheadstart.org)

**Closing Date: 08/01/2022**

**Mississippi Action for Progress, Inc.**

**CENTER ADMINISTRATOR -**

**WESTBROOK HEAD START CENTER, Mc Comb, MS**

**Opening Date: 07/20/2022**

**Closing Date: 08/01/2022**

Position is for a Center Administrator with an early childhood development center located in McComb, MS. Under the direction and supervision of the District Manager, the incumbent has the responsibility of supervising and managing the overall day-to-day operations of assigned center to ensure delivery of quality services to children and families. **Desired Qualifications:** Master's Degree or above in Early Childhood Education, Business Administration, Human Resource Management, Education Administration, or related discipline with a minimum of 18 hours in Early Childhood Development and three (3) years of experience in a preschool child development program. 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. **Minimum Qualifications:** Bachelor's Degree in Early Childhood Development, Business Administration, or related management field with a minimum of 18 hours in Early Childhood Development, and five (5) years demonstrated experience in a leadership or management position with an early learning environment program. Excellent benefits package. Travel required - some overnight. Salary is commensurate with experience. Excellent oral and written communication skills required.

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**Closing Date: 08/01/2022**

**Mississippi Action for Progress, Inc.**

**Early Childhood Education Specialist**

**Opening Date: 07/20/2022**

**Closing Date: 08/01/2022**

***Early Childhood Education Specialist*** – An immediate opening with early childhood development program serving Adams, Amite, Claiborne, Franklin, Jefferson, Lamar, Marion, Pike, Walthall, and Wilkerson Counties. Under the supervision of the District Manager, the incumbent will promote and plan for the school readiness of Head Start children by providing technical assistance, mentoring, and training to classroom staff and parents in their role as the child's primary educator. Responsibilities include the following: Planning and promoting of children's readiness to learn, involves, but is not limited to culturally responsive, integrated service delivery of child development, disabilities, and mental health that supports learning environments to include the following: (1) enhance children's cognitive, social, and emotional development; and (2) promote children's growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning.

***Desired Qualifications:*** Master's Degree in Early Childhood Education, Early Childhood Development, or Elementary Education with a minimum of 6 classes (18 hours) with ECE/ECD as primary focus, and at least three (3) years demonstrated/related experience with age groups 8 weeks to 4 years through employment or practicum in a pre-school educational environment.

***Minimum Qualifications:*** Bachelor's degree in Early Childhood Education or Early Childhood Development, or Elementary Education with minimum of 6 classes (18 hours) with ECE/ECD as the primary focus. Must have at least (5) five years demonstrated experience with age groups of 8 weeks to 4 years, either through employment or practicum in a pre-school educational environment.

***Covid-19 vaccination(s) required.***

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**Mississippi Action for Progress, Inc.**  
**District Program Generalist**

**Opening Date: 07/20/2022**

**Closing Date: 08/01/22**

Early childhood development program serving Adams, Amite, Claiborne, Franklin, Jefferson, Lamar, Marion, Pike, Walthall, and Wilkerson counties has an immediate opening for the following position: The primary purpose of this position is to assure the Agency's compliance in the areas of Health, Mental Health, Disability, Parent Family and Community Engagement (PFCE), and Eligibility Recruitment Selection Enrollment and Attendance (ERSEA) as prescribed at the local level. This position is also responsible for frequent monitoring, training, policy and procedure implementation, and agency collaboration with parents and the community. Incumbent will also have the responsibility of providing day-to-day assistance to the assigned district to maintain up to date monitoring of records to verify completion of services.

Desired Qualifications: Master's Degree in the field of Social Work, Consumer Science, Health Services or related field, and three years of experience, or Bachelor's Degree in the same with 5 years demonstrated experience. A working knowledge of the Head Start Performance Standards, and Mississippi Child Care regulations with demonstrated experience in case management or related area preferred. Travel required; some overnight.

***Covid-19 vaccination(s) required.***

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