

Mississippi Action for Progress, Inc.

Position: Center Administrator

Saucier, MS

Opening Date: 08/24/2022

Closing Date: 09/02/2022

Position is for a Center Administrator with an early childhood development center located in Saucier, 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.

Position requires frequent travel, some overnight.

Submit resume' and official transcript to:

***Mississippi Action for Progress, Inc.
1751 Morson Road
Jackson, MS 39209
mgavin@mapheadstart.org***