

**LOWER SOUTHERN
DISTRICT
EMPLOYMENT
OPPORTUNITIES**

06/15/2022

Mississippi Action for Progress, Inc.

Position: CENTER ADMINISTRATOR - BAY WAVELAND HEAD START CENTER

Opening Date: 06/15/2022

Closing Date: 06/24/2022

Position is for a Center Administrator with an early childhood development center located in Bay Waveland, 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. Must have excellent oral and written communication skills required.

Covid-19 vaccination required.

Submit resume' and official copy of transcript to:

Miraea H. Gavin, Human Resources Director
Mississippi Action for Progress, Inc.
Human Resource Department
1751 Morson Road
Jackson, MS 39209
mgavin@mapheadstart.org

Mississippi Action for Progress, Inc.

Early Childhood Education Coach (ECE) - Harrison County

Opening Date: 06/15/2022

Closing Date: 06/24/2022

Position is for an ECE Coach with an early childhood development center located in Gulfport, MS. Under the supervision of the District Manager, the primary purpose of this position is to provide support to the classroom staff in maintaining compliance in early childhood teaching strategies, classroom management, and offering one-on-one training and technical assistance as needed to include: Implementing ECE services for ages three to five; and, Providing training and technical assistance to classroom mentors and teaching staff. 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 **OR Bachelor's Degree** in Early Childhood Education, Child Development, and at least five years demonstrated related experience with 8 weeks to 5 years through employment or practicum in a pre-school environment. **COVID-19 VACCINE REQUIRED.**

Submit resume' and official copy of transcript to:

Miraea H. Gavin, Human Resources Director
Mississippi Action for Progress, Inc.
Human Resource Department
1751 Morson Road
Jackson, MS 39209
mgavin@mapheadstart.org

Mississippi Action for Progress, Inc.

**District Secretary
(Gulfport, MS)**

Opening Date: 06/15/2022

Closing Date: 06/24/2022

The position is for District Secretary with an early childhood development center located in Gulfport, Mississippi. Under the supervision of the District Manager, incumbent will be responsible for all clerical/secretarial duties for the district to include: Answering the telephone, typing letters, preparing reports/memos, purchase order requisitions, and scheduling appointments. Duties also include: Maintaining an accurate up-to-date filing/record keeping system; examining request for supplies or payment documents/invoices for accuracy; requesting and distributing supplies/equipment to centers in the district; participating in assigned workshops/training activities; and, assisting the district with logistics in scheduling meetings and training.

Desired Requirements: Bachelor's Degree in Business Education, Secretarial Science, Office Administration or a related field; Two (2) years' experience working in an educational environment or early childhood development program preferred. Strong oral and written communication skills required. Travel required, some overnight.

COVID-19 VACCINE REQUIRED.

Submit resume and official copy of transcript to:

**Mississippi Action for Progress, Inc.
Attn: Human Resources Department
1751 Morson Road
Jackson, MS 39209
mgavin@mapheadstart.org
(601) 923-4100**

**Center Clerk
(Bay St. Louis, MS)**

Opening Date: 06/15/2022

Closing Date: 06/24/2022

Duties and Responsibilities: Under the supervision of the Center Administrator, the incumbent has the responsibility of assisting with the overall day-to-day operations of the assigned center to ensure delivery of quality services to children and families. Position also has the responsibility of overseeing the center's main reception area, and performing other administrative and 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 one or more years of clerical experience. Requires strong computer skills and the ability to use a variety of software applications.

Covid-19 vaccination(s) required. Applicant must pass a criminal background check before hire. Valid MS driver's and license with access to a reliable vehicle required. Travel required, some overnight.

Submit resume and official copy of transcript to Arnett Lock-Mc Nair, District Manager, Mississippi Action for Progress, Inc., P. O. Box 900, Gulfport, MS 39501

alockmcnair@mapheadstart.org

Mississippi Action for Progress, Inc. -

A large early childhood education (Pre-K) program serving Harrison, Hancock, Perry, and Stone Counties is hiring staff for the following positions:

Teacher –Desired Qualifications: Bachelor’s Degree in Early Childhood Education, Child & Family Studies or related discipline, with a minimum of eighteen (18) hours in Early Childhood Education, and at least six months experience in a preschool/child development program. **Minimum Qualifications:** AA Degree in Early Childhood Education or Child Development Technology (CDT), and at least one year experience in a child development program.

Teacher Aide - Desired Qualifications: AA Degree in Early Childhood Education, Child Development Technology, or related discipline with one a minimum of eighteen (18) hours in Early Childhood Education, and one year experience working with preschool children. **Minimum Qualifications:** Child Development Credential (CDA), *and* currently pursuing an AA degree in Early Childhood or related discipline.

Childcare Provider - Desired Qualifications: Bachelor’s Degree in Early Childhood Education, Child & Family Studies, or related discipline, with a minimum of eighteen (18) hours in Early Childhood Education, and one year experience in a preschool/child development program. **Minimum Qualifications:** AA in Early Childhood and one year experience working with infants and toddlers, or in a preschool environment. **(Perry County)**

Family Community Worker (FCW) - Minimum Qualifications: Bachelor’s Degree or above in Social Work Human Services, or related discipline to include course work in the principles of social work, and a minimum of six months experience in a family social services setting, that includes case management, and experience in referring families in need to community resource services. Reliable vehicle with proof of insurance, and a valid MS Driver’s License required.

Head Cook – Desired Qualifications: AA or BS Degree in Consumer Science, Food Service Management with Serv-Safe Certification. **Minimum Qualifications:** High school diploma with Serv-Safe Certification, and two years related experience, preferably in a pre-school environment.

Assistant Cook - Desired Qualifications: Desired Qualifications: Serv-Safe Certification and twelve college credit hours. **Minimum Qualifications:** High school diploma, and one year related experience, preferably in a pre-school environment.

Bus Driver: Minimum Qualifications: High school diploma with a valid MS commercial driver’s license (CDL). A clean driving record and drug screening required (DOT). One year experience working in a preschool environment preferred.

Bus Monitor: Minimum Qualifications: High school diploma/GED and one year experience working with preschool children.

Janitor: Minimum Qualifications: High school diploma/GED and one year of related experience preferred.

MAP, Inc. offers a competitive salary and excellent benefits package.

Covid-19 vaccination required.

Positions are open until filled. Substitute positions are available, please inquire.

***To apply contact your local Head Start Program or visit
<https://www.mapheadstart.org/mapadmin/apply/listings.cfm>***

Submit resume’ and transcript to:

Arnett Lock-McNair (alockmcnair@mapheadstart.org)
Southern District Manager
3410 Jackson Street, Gulfport, MS
P.O. Box 900, Gulfport, MS 39502
(228) 357-9352 Office
(228) 609-9647

Accountant

Assisting with the month-end process for accounts payable and reconciling accounts payable detail to the general ledger account balances; Analyzing and verifying of various other financial documents, financial statements, and tax returns. And,

Desired Qualifications: Bachelor's degree in Accounting, Finance, or related field with a minimum of two (2) years' experience in procurement and contract negotiations. In-depth Knowledge of Federal Procurement Regulations; HHS Administration of Grants, with specific knowledge-based competencies. Must be highly organized, with excellent oral and written communication skills. Occasional travel required, with flexibility to meet unexpected schedules.

MAP, Inc. is an equal opportunity employer. It is the policy of the Agency to prohibit discrimination and harassment of any type. Equal employment opportunities are afforded to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status.

Submit resume and official copy of transcript to:

Mississippi Action for Progress, Inc.

Attn: Human Resources Department

1751 Morson Road

Jackson, MS 39209

mgavin@mapheadstart.org and

badams@mapheadstart.org

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