

**Mississippi Action for Progress, Inc.**

**Position: CENTER ADMINISTRATOR - UNION HEAD START CENTER**

**Opening Date: 09/16/2021**

**Closing Date: 09/30/2021**

Position is for a Center Administrator with an early childhood development center located in New Albany, 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. Excellent oral and written communication skills 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](mailto:mgavin@mapheadstart.org)**

**Mississippi Action for Progress, Inc.**

**Position: CENTER ADMINISTRATOR - CHALYBEATE HEAD START CENTER**

**Opening Date: 09/16/2021**

**Closing Date: 09/30/2021**

Position is for a Center Administrator with an early childhood development center located in Walnut, 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. Excellent oral and written communication skills 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](mailto:mgavin@mapheadstart.org)**

**Mississippi Action for Progress, Inc.**

**Position: CENTER ADMINISTRATOR - SHANNON-2 HEAD START CENTER**

**Opening Date: 09/16/2021**

**Closing Date: 09/30/2021**

Position is for a Center Administrator with an early childhood development center located in Shannon, 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. Excellent oral and written communication skills 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](mailto:mgavin@mapheadstart.org)**

**Mississippi Action for Progress, Inc.**

**Position: CENTER ADMINISTRATOR - WATER VALLEY HEAD START CENTER**

**Opening Date: 09/16/2021**

**Closing Date: 09/30/2021**

Position is for a Center Administrator with an early childhood development center located in Water Valley, 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. Excellent oral and written communication skills 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](mailto:mgavin@mapheadstart.org)**

**Mississippi Action for Progress, Inc.**

**District Clerks**

**Booneville, MS\***  
**Water Valley, MS\***

**Opening Date: 09/16/2021**

**Closing Date: 09/30/2021**

Under the direct supervision of the Assistant District Manager, the position is for District Clerk with an early childhood development program serving Booneville and Water Valley, MS.

**Duties and Responsibilities:** The incumbent has the responsibility of assisting with the overall day-to-day operations in the assigned district to ensure delivery of quality services to children and families; Oversee the district office reception area and performing other administrative and clerical functions. Duties will 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 trainings.

**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 year 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 is required. Ability to work in a fast paced multi-task environment.

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

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

**\*(Indicate Location)**

**Mississippi Action for Progress, Inc.**

**Family Community Worker**

**Houston, MS\***  
**Water Valley, MS\***

This Position is for a Family Community Worker (FCW) with an early childhood development centers located in Houston and Water Valley, MS.

Summary: Provide, find, or arrange for support services, such as child care, homemaker services, prenatal care, substance abuse treatment, job training, counseling, or parenting classes to prevent more serious problems from developing; Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts to help children who face problems, such as disabilities, abuse, or poverty; and, Develop and review service plans in consultation with clients and perform follow-up assessing the quantity and quality of services provided.

**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 of experience in a family social services setting, that includes case management, and experience in referring families in need to community resource services; Access to reliable vehicle with proof of insurance, and a valid MS Driver's License required; All positions require the ability to communicate verbally and in writing;

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

**Angela Cherry, District Manager**  
**Mississippi Action for Progress, Inc.**  
**1830 N. Gloster Street, Suite B**  
**Tupelo, MS 38804**

**Open Until Filled**

**\*Indicate Location**