

Mississippi Action for Progress, Inc.

Position: CENTER ADMINISTRATOR - BAY WAVELAND HEAD START CENTER

Opening Date: 09/17/2021

Closing Date: 09/30/2021

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. 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

Mississippi Action for Progress, Inc.

Early Childhood Education Coach (ECE) - Harrison County

Opening Date: 09/17/2021

Closing Date: 09/30/2021

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.

Submit resume' and official copy of transcript to:

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**District Secretary
(Gulfport, MS)**

Opening Date: 09/17/2021

Closing Date: 09/30/2021

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 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 training.

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

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 Waveland, MS)**

Opening Date: 09/20/2021

Closing Date: 09/30/2021

This Position is for a Center Clerk under the direct supervision of the Center Administrator, with an early childhood development center located in Bay St. Louis. (Hancock County)

Duties and Responsibilities: Summary: 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. This position also has the responsibility of overseeing the Center's main reception area and performing other administrative and clerical functions.

Education and Experience: Desired: Qualifications: Bachelor's Degree in Business Administration / Office Technology or related discipline and one year of experience. **Minimum Qualifications:** Associates Degree in Business Administration / Office Technology or related discipline, with one 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 is required. Ability to work in a fast paced multi-task environment. The Agency reserves the right to measure qualifications and work experience. All positions require the ability to communicate verbally and in writing. Applicant must pass a criminal background check before hire. Travel required, some overnight. Valid MS Driver's License and access to a reliable vehicle required.

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