



FSI Employment Opportunities - effective December 10, 2009

For Early Head Start expansion with targeted hire date of February 8, 2010

1. Educational Coordinator

Under the direct supervision of the EHS Program Manager, coordinates the ongoing training needs of the EHS program staff. Coordinates meetings of Multi-Disciplinary team and provides direct supervision for content area team members. Reviews classroom lesson plans and ensures that quality systems are in place.

Qualifications: Bachelor's degree in Early Childhood Development or a related field required; Master's preferred. Experience using early childhood curricula and working with cross-disciplinary teams. Experience with multi-ethnic, low income families and planning and implementing child development activities. Excellent supervisory/ management skills, as well as strong written and oral communication. Leadership, flexibility, and team building skills are essential.

2. Team Leader – Home based program

Under the direct supervision of the EHS Program Manager, supervises six Family Support Workers. Conducts file audits and shadows home visits to ensure quality systems are in place to meet Head Start Performance Standards. Provides guidance in crisis management for participating families. Collaborates with community partners, takes part in community meetings.

Qualifications: Bachelor's Degree in Early Childhood Education or related field. Minimum of two years supervisory experience in human services program and experience facilitating group activities. Experience with multi-ethnic, low-income families. Experience in case management and development of service plans. Strong written and spoken communication skills required. Bilingual skills preferred. Ability to maintain flexible work schedule, including some evening and Saturday hours. Must have use of reliable car for work purposes. Leadership, flexibility, and team building skills are essential.

3. Office Manager

Under direct supervision of the EHS Program Manager, provides logistical support for EHS program, maintaining financial records, supply orders and inventory, staff training records and advises staff on efficient administrative procedures. Provides support for committees and group events. Assists with quality assurance measures to ensure data integrity and compliance with EHS Performance Standards.

Qualifications: Minimum of an Associate Degree required; B.A. preferred. Proficiency in Windows based computer software programs including word processing, spreadsheets, and management information systems required. Three years experience as an administrative assistant required, experience in a private non-profit agency preferred. This position requires strong written and organizational skills; must be a self-starter and team player.

4. Parent and Community Involvement Specialist

Under direct supervision of the Educational Coordinator, oversees and coordinates activities of the Policy Council and Parent Committees, and ensures parent involvement in committees and activities. Organizes educational opportunities for parents and provides parenting development workshops. Conducts community outreach efforts and solicits and tracks in-kind donations. Coordinates and supervises volunteers and their activities.

Qualifications: Bachelor's degree in human services field, with a minimum of two years experience working with families. Fluency in Spanish and English preferred, as well as knowledge of family-centered practices, community resources, and cultural competency. Must have strong organizational skills and be willing to maintain a flexible work schedule, including occasional evenings and Saturdays. Must be a self-starter who will work as part of a team.

5. Teen Parent Specialist – part time position (20 hours per week)

Under direct supervision of the Educational Coordinator, coordinates services to parenting teens, which includes instruction for child development class and summer teen program. Coordinates services with local high schools and monitors student attendance and educational progress. Coordinates interviews for enrollment to Discovery Station child development center.

Qualifications: Bachelors Degree preferred in Psychology, Family Studies, Social Work or related field. Minimum of two years of experience teens; experience with teen parents preferred. Bilingual (English/Spanish) strongly preferred.

If you are interested in any of these positions, please forward your resume to Cliff Allen, HR Director, by fax on 240-631-9356, by mail to 610 East Diamond Avenue, Suite 100, Gaithersburg, MD 20877 or e-mail it to allenc@familyservicesagency.org.