

# JOB ANNOUNCEMENT

## Center Director *(\$55,000-\$65,000)*

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

### DESCRIPTION:

Are you interested in a **full-time, salary** position with a generous benefits package? If so, look no further!

We're currently searching for two candidates who **truly enjoys working with children, able to multitask in a fast paced environment**, is passionate about serving the Newark community, and is able to work at one of Early Headstart locations.

Apply now so you can become part of our ever growing organization.

### KEY DUTIES:

- Manage Family and Community Engagement Team (Family Workers) in both team and one-on-one settings to monitor progress toward achievement of team and individual goals.
- Oversee and Implement Parent Curriculum by providing trainings to the families
- Participate in the development, preparation, distribution and collection of community needs assessment and self-assessment.
- Coordinate, schedule and provide parent engagement and education activities including parenting classes, support groups, trainings and workshops in variety of topics such as health, mental health, dental and nutritional education.
- Oversee the parent volunteer program and related activities; establish and maintain a calendar of parent activities, projects and meetings.
- Identify, inform and facilitate referrals for parents to access continuing education and training opportunities that may lead to self-enrichment and employment.

*La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.*

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

### HOW TO APPLY:

Email your cover letter and resume to

[Ecdrecruiting@lacasanwk.org](mailto:Ecdrecruiting@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

Bachelor's and /or Master's Degree in Early Childhood Education or related field

Minimum of 2 years of supervisory experience

Teacher certification 0-3 preferred

Experience working in Early Head Start with children ages 0-3 yrs old

### SCHEDULE:

Monday – Friday

8:15 am – 4:15 pm

*Schedule may vary accordingly to meet division's needs*