

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

Company Overview

We believe every child deserves an opportunity to succeed. Orange County Head Start, Inc. is a non-profit organization laser focused on breaking down walls of educational and other injustices that exist for children and families in poverty in contrast to their peers. We break down these walls by providing windows of opportunity using the Head Start and Early Head Start models. In order to meet the objectives of our mission, we are looking for what matters most - people - who share our purpose and mission to help children and families who are at a disadvantage. Being on our team at Orange County Head Start, Inc. means you are passionate about your career and helping your community. You can make a difference every day in a child's life here. Do you have the right purpose to make an impact on a child's life and help them unleash their full potential while unleashing your own? The job Description indicates the major duties required, but does not include all the duties and qualifications required. OCHS is an equal opportunity employer.

Job Summary:

Under general supervision of the Director of Planning and Quality Systems, researches, develops, coordinates, manages, and administers effective monitoring systems and programs for OCHS grant recipient and partner agency Head Start and Early Head Start programs and services. Through data collection, analysis, and reporting, the position ensures program compliance, identifies areas for enhancement, and supports the Director of Planning and Quality Systems in fostering a culture of data-driven quality improvement.

Minimum Qualifications:

Education: Bachelor's degree in nonprofit management, public administration, early childhood development, social services, or related field.

Experience: Minimum of 5 years' experience, preferably in Head Start, with a minimum of 3 years of experience in developing major monitoring systems. Extensive knowledge of Head Start program regulations, current initiatives and trends; reporting practices and requirements in areas related to parent, family, and community engagement, nutrition and health, and education; monitoring systems and methodologies, research methods and statistical analysis techniques; management and supervisory principles and practices

Language Skills: Outstanding oral and written communication skills, including presentation skills; prepare and present clear, comprehensive, detailed reports, and other written materials. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to parents, and employees of the agency.

We offer an hourly pay of **\$39.37** per hour with excellent benefits and the opportunity to serve your children and their families in Orange County.

Final filing date: Until filled

Apply now to join our team!

Submit an application, and resume to:

Orange County Head Start, Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

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