



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Education Manager	Warren County	Children's Services

Closes: Open Until Filled

Full-time position available with our Children's Services Program at the Warren County Central Office. The purpose of the position is to guide the planning and implementation of a comprehensive child development program through a researched-based curriculum. The Education Manager will also assist in the training of education staff and parents to increase knowledge and understanding in child growth and development.

Qualifications:

Baccalaureate Degree or advanced degree in Early Childhood or a Baccalaureate or advanced degree and equivalent coursework in Early Childhood Education with early education teaching experience. Must obtain a Kentucky Early Childhood Trainer Credential, be computer literate and have working knowledge of basic computer software such as Microsoft Office including Word and Excel, be knowledgeable of basic office procedures and have ability to operate basic office machinery, possess administrative office management skills, and have good organization skills and experience working with the public.

Salary:

Salary for this position will be based on education and experience, with an excellent benefit package.

Application Process:

For immediate consideration, you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below, or you may apply in person at the following Community Action locations:

921 Beauty Avenue
Bowling Green, KY 42101

E-mail: resume@casoky.org

www.casoky.org

Funding Source:

Head Start is a federally funded program through an annual grant from the Department of Health and Human Services/Administration for Children and Families.

Note: Internal candidates will need to complete an internal application and return to Central Office.