



Interested
Candidates

Send updated cover
letter and resume to:
Human Resources
95 Berkeley St, Ste 306
Boston, MA 02116
Fax: 617-695-9590
HR@AssociatedECE.org

Assistant Program Director

Position Status: Full Time; Management Confidential Support Staff

Location: Ruggles/Gilday
38 Horadan Way, Roxbury, MA 02120
Supervisor: Rosa Jaime, Program Director

Under the guidance of the Program Director, provide supervision to all site staff ranging from ten to fifty employees.

1. Assist with the day-to-day operations of the program.
2. Assist the Program Director in recruiting, interviewing, training and developing, and evaluating staff.
3. Assist Program Director in conducting classroom observations of teaching staff and monitor staff attendance.
4. Assist in arranging staff coverage in obtaining classroom coverage as required.
5. Work with the Program Director to maintain and build enrollment and to facilitate communications with parents and foster parent involvement.
6. Participate with the Program Director in the maintenance of effective community relations.
7. Provide referral services and information for children and their families.
8. Assist Program Director as required in processing: new applications and enrollments; administrative billing; voucher payments; and documents and reports required of Associated.
9. Manage program operations in the absence of the Program Director.
10. Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS:

- Strong knowledge in human services, to include: counseling, health, and nutrition.
- 1-3 years experience, and education, licenses and certifications as appropriate.
- Strong leadership, administrative, financial, organizational, managerial, and communication skills
- Skilled in the use of personal computers, including Microsoft Office, internet/e-mail.