

**Colorado Head Start Association
Executive Director
Position Posting**

The Colorado Head Start Association (CHSA), a statewide membership organization, is seeking an Executive Director to support the work of the association. CHSA's guiding principles affirm our commitment to the four cornerstones of Head Start as a model for high quality early care and education in Colorado:

- Child development services that promote physical, cognitive and social/emotional growth in infants, toddlers and pre-school-aged children;
- Family development services that support parents in their role as their child's first teacher and in achieving self-sufficiency;
- Community building (local and state) that integrates child and family service systems, creates linkages, and increases access to high quality services;
- Staff development that focuses on recruitment, selection, training and retention of high quality staff.

The ideal candidate will possess:

- a deeply held, demonstrated belief in and value for early childhood education;
- ability to advocate for children and families and help build public support for the vision of quality, comprehensive, and integrated services for children;
- experience with and demonstrated competency working with diverse economic, cultural and linguistic communities;
- experience in strategic planning and organizational development;
- a collaborative approach to project development, implementation and capacity building;
- effective oral and written communication skills.

EXPERIENCE AND EDUCATION:

The CHSA Executive Director must have a combination of experience and education that will enable him/her to work effectively in achieving the goals of CHSA as they are articulated in the guiding principles.

Experience

At least two or more years of relevant experience in meeting management, training or conference planning and implementation and/or organizational development.

Education

Minimum of an Associate of Arts degree in early childhood education, education, nonprofit management or a related field from an accredited institution of higher education is required. Experience may substitute for education.

RESPONSIBILITIES:

The CHSA Executive Director will demonstrate excellent organizational and time management skills and manage effectively to ensure the following:

Management

- Complete significant operational tasks while at the same time responding appropriately to multiple constituencies and partners.

- Work with the CHSA membership and executive committee to implement the strategic plan goals and objectives.
- Establish and maintain a system of fiscal accountability for assigned activities.
- Explore revenue sources to expand CHSA's ability to enhance programmatic efforts for children and families.

Meeting Management

- Coordinate bi-monthly CHSA meetings in metro Denver.
- Coordinate Executive Committee conference call meetings, or other conference call meetings, as directed.
- Attend meetings as requested by Executive Committee and report to CHSA.
- Negotiate hotel and meeting space contracts for meetings.
- Send meeting reminders four (4) weeks prior to the regular meetings, interface with officers for agenda items and distribute the agenda at least two (2) weeks prior to the meeting.
- Take minutes and other information requested in the absence of the secretary; distribute meeting minutes.
- Maintain a system of financial accountability for assigned activities.

Advocacy

- Track federal legislation pertinent to Head Start families and children and keep CHSA membership informed.
- Represent CHSA as directed to policy groups, organizations or other public venues as requested. Attend the Early Childhood Summit meeting as the designated CHSA representative and report to CHSA membership.

Professional Development

- Plan and carry out conference activities for CHSA.
- Coordinate annual statewide parent training conference.
- Identify and secure conference keynote speakers as directed.
- Negotiate hotel contract for conference, including meeting space, hotel rooms and catering services.
- Serve as the CHSA representative on the Rocky Mountain Early Childhood Conference committee, as directed.
- Coordinate and/or schedule bi-monthly training sessions as directed.

Communications

- Maintain and manage CHSA website with up-to-date information in a timely manner; oversee "members only" area.
- Track and report to the CHSA membership on federal, state and local legislation pertinent to Head Start families and children.
- Produce quarterly newsletter in consultation with CHSA membership.
- Monitor CHSA membership dues and notification letters and report to the CHSA membership at bi-monthly meetings.
- Maintain an up to date CHSA distribution list and send out information to the membership, as directed.
- Provide monthly financial reports to the CHSA Executive Committee and the CHSA membership.

Report and Record-keeping

- Submit a monthly activity report to the executive committee by the end of the month.
- Maintain files/archives of official CHSA material according to CHSA established policies and procedures.
- Maintain CHSA Articles of Incorporation.

Must have access to the internet and computer. Office space is not provided.

Salary: This is a 12-month, part-time position, 20 hours per week; \$18.00/hr; monthly salary of \$1,560.00.

Fringe Benefits: Worker's Compensation, Social Security Benefits, paid holidays to include Thanksgiving, Christmas, New Year's Day, Memorial Day, 4th of July and Labor Day. There is additional compensation of \$50.00/month for mileage expenses. Most meetings and functions are held in the metro Denver area. The position reports to the CHSA executive committee.

Review Period: Initial six month review period, then reviews annually. At the end of the Six-month probationary period and then annually, the Executive Committee will conduct a formal performance evaluation and make a recommendation regarding continued employment.

Position is open until filled.

Please send letter of interest and resume to:

Dr. Janet Flaughner, President
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