



EMPLOYMENT OPPORTUNITY

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

POSTING DATE: 6/1/2010

POSITION TITLE: DIRECTOR, ECLI

REPORTS TO: Vice President/Programs

SUPERVISES POSITIONS: Assistant Director, Program Assistant

JOB SUMMARY:

The Director, Early Childhood Learning Institute (ECLI) is responsible for day-to-day management of the Institute, including supervision of staff, budget, and resources. Works with community colleges, childcare centers, and other groups to offer college courses, tutoring, counseling, and activities for Participants with the goal to assist low-resourced adults earn ECE credentialing and college credits leading to an Associate degree.

KEY JOB FUNCTIONS:

1. Supervises staff and budget.
2. Recruits program Participants, tutors, and volunteers.
3. Organizes tutoring, college classes, counseling, and others activities for Participants.
4. Negotiates and implements collaboration agreements with childcare providers and colleges.
5. Counsels Participants on career opportunities.
6. Organizes career fairs.
7. Recruits members and provides staff support for Advisory Committee.
7. Submits assessment reports to Trustees and funders.

JOB DUTIES AND RESPONSIBILITIES:

- 1) Prepares a schedule of classes and activities;
- 2) Develops and implements Participant recruitment plan;
- 3) Recruits volunteers to serve as tutors, mentors, and advisors, and as members of Advisory Committee;
- 4) Counsels Participants individually and in groups about academic schedule, CDA preparation, and careers in the Early Childhood professional;
- 5) Supervises staff and budget;
- 6) Oversees the collection of tuitions and fees;
- 7) Submits CDA candidacy applications; and,
- 6) Provides such other related duties as may, from time-to-time, be assigned.

TO APPLY

Qualified candidates should email résumé and cover letter to Careers@Hopkinshouse.org or fax to 703-683-3056.

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DEPARTMENT: Family Education

BASE EDUCATIONAL REQUIREMENT: Bachelor's Degree

YEARS OF RELATED WORK EXPERIENCE: 1 or more years

OTHER RELATED REQUIREMENTS: (1) Previous management and supervisory experience, (2) Ability to work evenings, (3) Excellent oral and writing skills, (4) Ability to motivate and inspire others, (5) Fluency in Spanish useful, but not required:

JOB GRADE: 15 **RANK** A

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