

# Northern Panhandle Head Start, Inc.

## *Open Positions*

**Executive Director:** Requires a Bachelor's Degree in Early Childhood Education or Business with Head Start expertise; an advanced degree is preferred. The successful candidate will have 5 years of effective administrative experience in upper management of a comprehensive educational child or social services program, as well as a demonstrated record of success in administering Head Start, Early Childhood Education, Prevention/Early Intervention, or Social Services programs of comparable size. Experience working in a union environment, with skill in negotiations, is preferred. Manages the staff and budget and serves as the key spokesperson for the organization. Is directly responsible for the strategic planning process, fiscal accountability, and the grant development process through key management staff. Ensures high quality, comprehensive early childhood services for children and families and collaborates with school systems for Universal Pre-K. This position is exempt and full-time with benefits.



Review of resumes begins immediately. Submit an updated cover letter & resume by Tuesday, June 21, 2022 to: Attention Human Resources, NPHS, Inc., 1 Orchard Road, Suite 1, Wheeling, WV 26003. Or apply online at <https://www.nphheadstart.org/careers/employment-inquiry/51>.