

# Assistant Center Manager

**Work Hours:** Monday through Friday 7:30 a.m. to 4:30 p.m

**Position Type:** 12-Month/80 hr. – Biweekly/Full-time Position

**Pay Rate:** \$22.88 hourly Based on Education

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**Essential Job Duties:** Assist in the day-to-day activities necessary for operation of the Head Start/Early Head Start Center. This position provides assistance in supervision to all center-based staff. In addition, the Assistant Center Manager ensures adherence to all applicable licensing and performance standards/head start act and staffing patterns/ratios.

**Qualifications:** The successful applicant should have a Bachelor's degree from an accredited university in Early Childhood or related field with 18 hours of Early Childhood Education. Two years' experience in management, administration, and supervision in an early childcare program preferred. Two years of successfully evaluated classroom teacher experience or family service experience preferred. Should also possess good written, verbal, and computer skills. Valid Tennessee driver's license and vehicle with liability insurance.

**Deadline To Apply:** Thursday, May 09, 2024

**\*\*How to Apply:**

- Online at our website [www.nwcommunityaction.org](http://www.nwcommunityaction.org) – Careers Tab – Online Application
- Email completed application to [Applications12579@nwtncap.org](mailto:Applications12579@nwtncap.org)
- Mail to: Northwest Tennessee Economic Development Council, Head Start/Early Head Start Program  
231 South Wilson Street, Dresden, TN 38225. Attn: Human Resource Department, Suite 212

Applications can be downloaded from the website, picked up at your local Head Start/Early Head Start Center, or you can call 731-364-4825 to have an application emailed to you for your convenience.

ALL REQUESTED DOCUMENTATION MUST BE SUBMITTED TO BE CONSIDERED FOR ANY POSITION.

FAXED APPLICATIONS WILL NOT BE ACCEPTED!!!

- However, this program accepts employment applications on an on-going basis

We are an equal opportunity employer! “We Make a Difference”.