

STG International is seeking a Grantee specialist to support the Head Start Training and Technical Assistance network in Region V. The grantee specialist (GS) will assist with the prevention and intervention of grantees that require a Quality Improvement Plan (QIP). The GS will be available for Risk Management Meeting calls for grantees as requested by the ACF Regional Office. The GS will be deployed to work directly with grantees with program and management deficiencies which will require travel and the ability to work on-site for periods of time ranging from one day to several weeks.

Required Skills:

- Working knowledge of the Risk management process.
- Working knowledge of the OHS' Monitoring Protocol process.
- Understanding and knowledge of the process involved in developing a Quality Improvement Plan (QIP).
- Familiarity with the *Improving School Readiness for Head Start Act of 2007*.
- Head Start and Early Head Start Programs and knowledge of *Head Start Program Performance Standards and Other Regulations*.
- Ability to review, aggregate, and present data gathered from multiple sources.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work both independently and in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Excellent analytical and problem solving skills.
- Risk management skills, (e.g., identification/ analyzing).
- Providing training and technical consulting assistance to an audience with varying skill levels
- Demonstrating effective oral and written communication skills.

Required Experience:

- A minimum of a BA or BS Degree—with a preference for a Master's degree—in a field related to program design and management from an accredited university or college..
- If the highest degree was awarded more than ten years ago, the resume should be specific regarding courses, conferences, seminars that have been attended that ensure you have remained current in the field of program design and management.
- A minimum of 5 years of experience related to program design and management of fiscal operations in or with Head Start/Early Head Start Programs and the development and implementation of comprehensive management systems.
- Experience providing training and technical consultation with directors, boards of directors, staff and parents.
- Experience analyzing and redesigning systems for grantees in order to improve the effectiveness and quality of program operations.
- Working knowledge of federal and state regulations governing federal grants, such as the Head Start Program Performance Standards, Head Start Act, OMB Circulars; Cost Principles, and Financial Reporting.
- Ability to analyze and strategize ways to develop corrective actions for systems and services that are not in compliance with federal standards and regulations.
- Demonstrated skill and ability to communicate clearly, both orally and in writing; knowledge of writing plans and reports.
- Intermediate to advanced level experience with recent versions of Microsoft Suite, such as Word, Excel, PowerPoint, Outlook, and Internet Explorer; ability to use current webinar technology and audio conferencing.
- Sufficient flexibility to work on-site with grantees for periods of time ranging from one day to several weeks, at the request of the regional office.
- Valid Driver's License and access to transportation.

Candidates can be located in any state in the region (IL, IN, MI, MN, OH, WI)

STGi offers a competitive benefits package which includes Medical, Dental, Vision, 401k with company match and a generous PTO policy.

EOE/Minorities/Females/Vet/Disability