

March 23, 2018

Mahube-Otwa Community Action Partnership, Inc. has an opening for a **Child Care Collaboratives Manager** for Head Start/Early Head Start/Head Start Child Care/Child Care Aware, position. This is a full-time, 40 hour/week, benefited position.

**TITLE:** Child Care Collaboratives Manager

**DUTY STATION:** Mahube-Otwa Office, Detroit Lakes/Fergus Falls, MN

**QUALIFICATIONS:** **REQUIRED:** Four years of college and a Bachelor's Degree in Human Service or Early Education related field. At least three years of supervising and managing project activities.  
**PREFERRED:** Additional education and training in parenting education and/or family systems preferred.

**BASIC FUNCTION:** The Child Care Collaboratives Manager position works closely with the Head Start programs to expand early childhood education across our service area, by creating private-public partnerships and overseeing high quality early childhood services. This position participates in a variety of meetings/collaborations as needed, including: Early Childhood advisory and committee meetings, Head Start Policy Council meetings, Parent trainings/meetings, Meeting with the community partners and Agency Board Meetings. This position works with the Professional Development Director, School Districts, Child Care Aware Program, and Private business to recruit and hire qualified early childhood staff and providers. The person in this position adheres to the Agency Standards of Conduct and Agency Values of client focused, community minded and resourcefulness. Must have the ability to recognize and maintain confidentiality of client information and work materials.

**A COMPLETED APPLICATION IS REQUIRED**

Mahube-Otwa Community Action Partnership, Inc.  
1125 West River Road, P.O. Box 747  
Detroit Lakes, MN 56502  
218-847-1385

Full Job Announcement and Employment Application available Website: [www.mahube.org](http://www.mahube.org)  
Email Applications to: [hr@mahube.org](mailto:hr@mahube.org)

**Application Deadline is April 6, 2018 at 4:30 p.m.**

*Equal Opportunity Employer*