



Coastal Community Action, Inc.

CCA, Inc. a private, non-profit corporation is building a diverse workforce and encourages applications from candidates who enjoy making a positive difference in people's lives. If you are a dedicated and hard working individual who values diversity, economic justice and the ability to improve the quality of life for those living in poverty, we invite you to join our exceptional team. We offer eligible employees an excellent benefits package which includes Medical, dental, life and 401K. You can locate current information on careers and how to apply to Coastal Community Action on our website at www.coastalca.org

Chief Financial Officer (CFO)

CCA is a private, non-profit corporation providing a variety of services to a target population of low-income children and families in ten counties in eastern NC, with a mission of empowering them to become self-sufficient. The successful candidate will serve as a member of the Executive Team working closely with the Executive Director, Human Resources Director and Information Technology Director; as well as the ability to work well with diverse service programs and personalities.

Essential Functions:

- Directing the financial affairs of the agency and prepares financial analyses of operations
- Overseeing Agency finances department including banking, billings, collections, cost accounting, financial reporting, budgeting, auditing, and compliance matters
- Overseeing government contracting activities, administrative and risk management functions
- Ensuring all financial records and systems are in accordance with Generally Accepted Accounting Principles (GAAP)
- Maintaining compliance with OMB circulars.
- Preparing compliance audits and 990.
- Budgeting and Grant Funding Reporting
- Preparing Cost Allocation Plans
- Preparing Indirect Cost Rate Proposal
- Supervising finance department

A Master degree in Finance and/or Accounting; non-profit grant funding experience; and five to seven years of progressively responsible experience in finance administration is required.

EDUCATION AND CHILD DEVELOPMENT SERVICES MANAGER - FULL TIME

This position is responsible for providing exceptional leadership and supervision to a diverse team to ensure effective program performance and requirements related to education and child development services (CDS) component. Works as part of the multidisciplinary management team to conduct planning, execution and evaluation of program services to take into account the social, emotional, developmental, and health needs of children in both center-based and home-based program options. Plans, organizes, directs and evaluates ECD program services to ensure compliance with program, statutory, and regulatory requirements. Oversees child development services to include quality classroom management, developmentally appropriate practices, mental health services, disability's services, child outcomes, licensing requirements, extensive record keeping, etc.

A Bachelor's degree is required in Early Childhood Education or Child Development; an advanced degree is preferred. Five or more years of early childhood experience (ages zero to five) and a minimum of three years management experience in a multidisciplinary environment working with diverse professional staff. Advanced computer skills are required to operate software and databases, manage and analyze data, and produce diverse reports. Knowledge and application in the various aspects of Head Start/Early Head Start standards and requirements is preferred. Must possess a strong orientation in ensuring direct report accountability and be an excellent team-builder. Must be able to effectively delegate authority, motivate staff to perform at maximum potential and maintain professional and appropriate relationships at all times. Travel required to all Child Development Centers. Location: Newport, NC

DISABILITIES SPECIALIST – FULL TIME

Is the content expert for Disability Services and is responsible for providing ongoing monitoring and support for the Head Start (HS) and Early Head Start (EHS) Center and Home Based environments to ensure exceptional services are provided and that program requirements are being met.

Summary of basic duties:

- Oversees the planning, organization, implementation, and monitoring of disabilities services for program participants (children ages zero to five).

- Oversees implementation of developmental screenings for all enrolled children; ensures accountability of mandatory screening requirements.
- Completes referrals to appropriate LEAs for children needing comprehensive assessment and/or evaluation.
- Responsible for collaborating with the public schools, childcare programs, community agencies, regarding transition of HS and EHS children.
- Manages the program responsibility as it relates to IEPs IFSPs.
- Develops, coordinates, and provides training and guidance on disability services for children and effective ways for staff and parents to work with and support young children.
- Conducts ongoing monitoring and observations of classrooms to ensure quality services are being provided and meets regularly with classroom teams to review classroom observations and develop and implement plans as needed.
- Meets with families to consult on child and family needs, create or follow-up on plans to support these needs.
- Oversees the screening and assessment of children with special needs including IEPs and IFSPs.

A Bachelor's degree in ECE with a focus or a related field is required. Must have a minimum of three years professional expertise in serving the needs of young children with disabilities (ages zero to five) and families. Knowledge and understanding of infant and early childhood development. Knowledge and application in the various aspects of Head Start/Early Head Start standards and requirements is preferred. Travel required to all Child Development Centers. Main Location: Newport, NC

HEALTH MANAGER – FULL TIME

This is an administrative position responsible for program design and development regarding all aspects of the Health Services for an early childhood program with multiple locations. Position is responsible for ensuring that program, state licensing requirements, and Head Start Performance Standards are met. Works collaboratively with Component Managers, Center Managers, and Early Childhood professionals to ensure that the total health needs of children are met. Oversees development and implementation of training, related to early childhood health, for staff, parents and community members. Experience with early childhood health practices, preventative and ongoing treatments of health needs, classroom monitoring, CPR, First Aid, playground safety, child obesity prevention, etc.

A Bachelor's Degree, Master's preferred in a health related field with a minimum of two years professional experience in child health. Must be computer proficient and have advanced skills in Excel and database management. Location Newport, NC

CHILD DEVELOPMENT CENTER ASSISTANT – FULL TIME

Position will work closely with the Center Manager to ensure that child and family data is managed, quality of services is exceptional, and center requirements and goals are being met. Position is responsible for the input and management of child and family data required for federal and state reporting, maintaining a current record keeping system with adequate provisions for confidentiality, completing intake and enrollment of children and families into child service programs, and reporting progress towards program outcomes. Strong time management, organizational, written, and verbal skills required. Must be proficient in Microsoft Office Suite and have excellent Excel and data management skills.

Requirements: AA degree with 2 years' experience or equivalent in social service or related field.

TEACHERS & TEACHER AIDES HEAD START– FULL-TIME

Responsibilities include: The overall operation of a preschool classroom in accordance with Head Start Performance Standards and North Carolina Child Care Regulations. This includes planning, coordinating, and supervising a classroom environment that promotes each child's total development (i.e. social, physical, emotional, cognitive and nutritional) while promoting positive, open communication with parents and children.

Requirements:

Teacher Aides - CDA or A.A. in Early Childhood (EC) or a degree in a related field with course work equivalent to a degree in EC.

Teachers - A.A required or B.A. preferred in Early Childhood or a degree in a related field with course work equivalent to a degree in EC. NC Pre k Teachers must also have a Pre K Add-on or BK Licensure.

HS CLASSROOM FLOATERS – FULL-TIME

Responsibilities include: providing quality childcare to children ages thru four. When classroom teaching staff is absent, the position is assigned as a substitute for the duration of the absence. When not substituting, the individual will work equally in each classroom providing additional teacher support to the existing teaching teams. Requirements: North Carolina Early Childhood Credentials. Locations: Craven and Carteret County

CHILD CARE PROVIDER – FULL-TIME

Responsibilities include: providing quality childcare to children ages thru four, development and implementation of curriculum and weekly lesson plans, maintaining a daily schedule with a predictable routine, ensuring a healthy and safe environment, and promoting positive, open communication with parents and children. Requirements: Early Childhood Credentials and experience teaching children ages zero thru four. Location: Carteret and Pamlico County

All positions above require a Criminal Record Check Qualification Letter from the Division of Health and Human Services.

To apply submit application, cover letter and transcripts to:

Catissa S. Head, Director of Human Resources

Coastal Community Action, Inc.,

P.O. Box 729, Newport, NC 28570

Fax: 252.223.1688

E-Mail: catissa.head@coastalca.org

CCA is an Equal Employment Opportunity Employer