

Are you a multi-tasker? Do you have experience in early childhood education? Do you have a passion for parent education & family support? Are you a 'big picture' thinker?

Join the team at Tri County Community Action as our Family Center Manager!

We are looking for an experienced, relationship-driven, and results-oriented professional to come on board and lead our Family Center - which includes our early childhood education & youth development programming, parenting education, and family support services - and the staff that works in it. You'll need a high degree of accountability, the ability to communicate effectively, a willingness to work with a diverse population, and a driving desire to make a difference.

Can you...

- Provide direct supervision to an incredible team of staff**
- Evaluate & manage program activities ensuring meaningful outcomes are achieved**
- Meet and maintain quality assurance standards**
- Create opportunities for new initiatives and program expansion**
- Compile and create timely reports and documents**
- Speak about the agency and program activities publically**
- Create workplans and budgets to maintain and expand program activities**

Do you have...

A Bachelor's Degree in a Human Services related field with 3 years of demonstrated program management and supervisory experience? Grant writing experience a plus.
You also need a willingness to travel within our local region regularly.
A valid Pennsylvania driver's license, current insurance, and Act 33/34, FBI clearances, and a driving record check will be needed upon offer of hire.

Then we want to hear from you!

**Send us your resume and cover letter to us @
Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org**

This role offers a starting salary of \$41,860 plus a generous benefits package

