

## **SCO Family of Services**

### **Assistant Executive Director for Early Childhood Services**

#### **SCO's Mission:**

SCO Family of Services helps vulnerable New Yorkers build a strong foundation for the future. We get young children off to a good start, launch youth into adulthood, stabilize and strengthen families and unlock potential for children and adults with special needs. SCO has provided vital human services throughout New York City and Long Island for more than 100 years and serves over 60,000 people on an annual basis.

#### **Position: Assistant Executive Director**

Department: Early Childhood

Location: Brooklyn, New York

Hours: 35 Hours/Week; Exempt

Reports to: Chief Program Officer

#### RESPONSIBILITIES:

- Oversee and monitor program administration, operations, and compliance for the agency's continuum of Early Childhood services, including EarlyLearn, Nurse-Family Partnership, Parent-Child Home Program, Early Head Start, and Baby & Me
- Spearhead the start-up and development of EarlyLearn, which includes organizing and planning program implementation, recruiting and hiring program staff, overseeing site development, and ensuring the successful integration of EarlyLearn into SCO's existing Early Childhood programs
- Provide leadership and ensure the agency is providing the highest quality, developmentally focused, and evidence-based services that increase school readiness, foster a language-rich environment, reduce social isolation, and increase parenting competence among children and families in high risk neighborhoods
- Direct the development and implementation of procedures in accord with agency policy
- Maintain and monitor budgets for programs to ensure fiscal responsibility
- Establish and maintain relationships with other early childhood service providers, funders, stakeholder groups, and other public/private entities
- Communicate on behalf of agency with external regulatory authorities, including but not limited to Administration for Children's Services (ACS), Department of Health and Mental Hygiene (DOHMH), Office of Children and Family Services (OCFS), Head Start (HS), Early Head Start (EHS), Nurse-Family Partnership (NFP), and Parent-Child Home Program (PCHP)
- Create a culture of outcomes-based practice and spur progress and effectiveness of programs as a whole
- Serve as a member of SCO's Executive and Administrative Councils. Interact with members of the SCO Board of Directors as necessary
- Perform other duties as assigned

#### QUALIFICATIONS AND SKILLS:

- Master's Degree in Early Childhood Education, Social Services, Human Services or related field

- Minimum of ten years of demonstrated experience and competence in the administration and management of early childhood programming within a social services or human services agency, with at least six of those years supervising professional staff
- Leadership experience in multi-cultural environments serving vulnerable or underserved populations.
- Proficiency in multiple software applications, including most Microsoft Office products.
- Commitment to the mission and programs of SCO Family of Services
- Possess a strong belief in people's ability to grow and change; forge a mutually respectful partnership with persons served and their families
- Excellent interpersonal and communications skills, both oral and written
- Diligent; Strong time management skills
- Team player
- Bilingual applicants strongly encouraged to apply

SCO Family of Services offers competitive salaries and a comprehensive benefits package.

***To apply for this position:***

*Please send resume, cover letter, and salary requirements to [Earlylearn@sco.org](mailto:Earlylearn@sco.org) and include the job title you are applying for in the subject line. While every application will be reviewed, only applicants being considered for the next step in the recruitment process will be contacted. No phone calls please.*