



**Position: Associate Vice-President of the Office of Learning and Academic Opportunity (OLAO)**

**Location: Las Cruces, New Mexico**

**Monday-Friday, Exempt, 40 Hours/Week with Benefits**

**Position Reports to: Vice President of OLAO**

**Duties:**

This position is responsible for all operational duties required to run the Head Start, Early Head Start and Pre-K programs within the OLAO division. This position will directly be responsible for facility management and maintenance (including playgrounds), staff professional development and training with the goal of achieving higher qualified teaching staff; vehicle management (usage and maintenance); oversee disaster and emergency planning and preparedness; oversee Sysco implementation; direct supervision of employees; assisting with the development of program budgets and the management of program expense, and oversee all contracts with the OLAO program. The Associate Vice-President will also work with the Vice-President of OLAO in setting and achieving all programmatic goals.

**Requirements:**

**Required:**

- A Bachelor's Degree in a related field (including, but not limited to: Human Services, Family Services, Social Work, Community Development, Business or Family/Child Science).
- Over one year of experience in a management position within a Head Start or NM Pre-K program.
- Over one year of experience in direct supervision of employees setting employee goals, day-to-day management of employees, and conducting employee performance evaluations.
- Over one year of experience in fiscal management including budget development, expense management, budget vs. actual reporting, budget forecasting and fiscal planning.
- Strong computer skills with spreadsheet applications including Excel and strong word processing skills and use of financial system applications.

**Preferred:**

- Over three years of work experience preferably in Early Childhood Education; preferably as a Head Start or NM Pre-K Director responsible for all aspects of the program.
- Graduate degree in related field (includes but not limited to: Human Services, Family Services, Social Work, Community Development, Business or Family/Child Science)
- Experience working with multiple funding sources for budget planning and management purposes.
- Fiscal management experience with a program over \$1 million in funding.
- Bilingual.
- Experience with the management of multiple facilities in different locations.

Click [here](#) for a full job description.

**To apply:** Email resume to: [jean.gurule@helppnm.com](mailto:jean.gurule@helppnm.com), or fax to: (505)265-3433.

We are an EEO and a drug free workplace.