



LEADS, Inc., a community action agency in Licking County, has the following job opportunity available:

PROGRAM OUTCOMES MANAGER: The Program Outcomes Manager position is with our Head Start/Early Head Start program. This full time, salaried position, collects, reports, and analyzes program data to ensure program outcomes are met. This position is responsible for administration of the online child tracking system. As part of the Head Start/Early Head Start Management team, this position works closely with the Program Director and Component Managers to help ensure compliance with Head Start Performance Standards, program regulation and assist with overall program planning and tracking program outcomes.

The successful candidate must have Bachelor's Degree in Child Development, Early Childhood Education, Business Administration or related field. A minimum of two (2) years' experience in an early childhood education program is required. Head Start/Early Head Start is preferred. Strong organization and time management skills needed. Keyboarding skills, computer literacy, and familiarity with various applications such as database, word processing, email and internet. Must submit to a background check, including BCI and FBI Criminal Records, Federal and State Sex Offender registries and the Statewide Automated Child Welfare Information System and be eligible for employment as required by ODJFS. Must possess a valid Ohio Driver's License, provide proof of auto insurance and have a clean driving record for work related driving. Must complete a pre-employment physical examination drug screening. Salary range \$17.53 - \$22.87 per hour.

LEADS, Inc. offers medical, dental, vision insurance benefits, a 403(b) retirement plan, Life and AD&D insurance, and generous time off benefits to full time employees.

To apply for the above position, please send a résumé and cover letter to LEADS Inc., ATTN: Human Resource Director, 159 Wilson Street, Newark, OH 43055, via email at leadshr@leadscaa.org or by fax at (740) 345-9549. *LEADS, Inc. is an Equal Opportunity Employer.*