



EMPLOYMENT OPPORTUNITY

HOPKINS HOUSE / 1224 Princess Street / Alexandria, VA 22314

POSTING DATE: 07/01/2019

POSITION TITLE: ASSISTANT DIRECTOR, ECLI

REPORTS TO: Director, ECLI

SUPERVISES POSITIONS: None

JOB SUMMARY:

The Assistant Director is responsible for assisting in the administration of the Early Childhood Learning Institute/ECLI with specific responsibility for day-to-day operations.

KEY JOB FUNCTIONS:

1. Recruit, enroll, and provide college, and career counseling to ECLI students;
2. Laise with partner community college(s) in arranging classes for ECLI students;
3. Arrange child care, as needed, and other supports for students during ECLI classes;
4. Recruit and coordinate child care provider partners;
5. Secure and manage internships for ECLI students with child care provider partners;
6. Manager ECLI Fellowship program;
7. Organize workshops to assist ECLI participants to draft cover letters and resumes;
8. Organize workshops to assist ECLI participants to improve their job interviewing skills;
9. Track and report on ECLI graduate career placement;
10. Secure and maintain student records and files;
11. Enter and maintain integrity of student data; and,
12. Such other related duties as may be from time-to-time assigned.

JOB DUTIES AND RESPONSIBILITIES:

* Administration: Assist in achieving ECLI program objectives, counseling participants, coordinating classroom activities, and supporting faculty; and, serve in the absence of or as delegated by the ECLI Director.

* Recruitment: Design marketing and outreach materials to recruit students, child care provider partners, and internships.

*Counseling: Organize group and individual counseling for students.

TO APPLY

Qualified candidates should email résumé and cover letter to Careers@Hopkinshouse.org or fax to 703-683-3056.

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* Career Fairs: Select venue, market, and manage the organization and hosting of career fairs for ECLI participants and Childcare Centers Partners.

* Workshops: Select speakers and venue, and facilitate workshops for ECLI participants that assist them to draft cover letters and resumes, and to improve their job interviewing skills.

* Reports: Prepares for review by and/or presentation to the ECLI Director: Regular reports on acquisition of signed Partnership Agreements, and placement of ECLI graduates at childcare centers.

* And, such other related duties as may, from time-to-time, be assigned.

DEPARTMENT: Family Education

BASE EDUCATIONAL REQUIREMENT: Associate's Degree

YEARS OF RELATED WORK EXPERIENCE: 2 or more years

OTHER REQUIREMENTS: Teacher Certification / CPR Certification / First Aid Certification / Proficient in MSOffice / Valid driver's license and insurance / Strong verbal and writing skills / Car

OPTIONAL SKILLS: Fluent in foreign language / Valid driver's license and insurance / Car

SPECIAL CONSIDERATIONS:

Experience in career guidance or post-secondary education counseling a plus.

JOB GRADE/RANK: 8 / A

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