

**QUINCY COMMUNITY ACTION PROGRAMS, INC.
HEAD START**

May 2, 2011

Program Coordinator

Assist the Program Director in assuring contract compliance and oversight of the comprehensive services and multiple funding streams comprising QCAP Head Start. Prepare grants, reports and presentations. Supervise recruitment/enrollment process, assure all funding regulations are adhered to and enrollment/ grant targets are met. Excellent computer skills, budget skills and supervisory experience. Bachelors or advanced degree in a related field. Five years experience in early education or non profit agency required. Excellent interpersonal, written and verbal communication skills required.

Excellent Benefits
Send cover letter & resume to:
Quincy Community Action Programs, Inc.
Personnel Coordinator
1509 Hancock Street
Quincy, MA 02169
E-Mail poreilly@qcap.org

QCAP seeks a diverse workforce and is an Equal Opportunity Employer