



Are you...

- Ready to start your career to change people's lives?
- Ready to work with families in our communities?
- A team player who wants to contribute?

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## **Parent and Governance Specialist**

**Location:** Madera, California

**Salary:** \$25.36 hourly

**Budgeted:** Full time at 12 months

**Hours:** Generally Monday- Friday, some overnight and weekend travel and meetings

**Benefits:** 403(b) retirement plan, medical/dental/vision/life, Employee Assistance Program

**Final filing date:** Open Until Filled

**Apply:** submit [an application](#) to [employment@maderacap.org](mailto:employment@maderacap.org); may obtain application from CAPMC's website, [www.maderacap.org](http://www.maderacap.org).

**CAPMC** is seeking a strategic and dynamic person assist in the implementation of the Head Start Performance Standards relating to governance. Ensuring parent participation in the program's decision making by engaging in the Policy Council/Committee groups. The individual will demonstrate the ability to:

- Speak, read, and write Spanish is required.
- Operate copy machine, and other office machinery, computer software inclusive of Microsoft Word, Excel, and Outlook.
- Create reports, graphs, and spreadsheets as needed for reporting purposes.
- Demonstrate sensitivity to the cultural / ethnic diversity of the service populations and to be sensitive to the needs of low-income families and children.
- Manually operate program equipment and machinery, such as the Agency's computers and copy machines.
- Effectively communicate with staff and agency/business representatives.
- Possess interpersonal, problem solving, and organizational skills.
- Manage time effectively and meet deadlines.
- Sustain cooperative relationships with those contacted in course of work.
- Follow work schedule as well as written and oral instructions.
- Establish and maintain cooperative working relationships with program staff.

The individual will demonstrate to possess the knowledge of:

- Early childhood growth and development principles.
- Computer applications; i.e., Microsoft Office products (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access, Zoom, Google Team, etc.)
- Principals of data processing and record keeping skills.

### **Minimum Qualifications:**

#### **EDUCATION / EXPERIENCE:**

- Bachelor's Degree with a major course work in Child Development, Social Work or related field in human services.

- Three (3) years of experience working in community services, social work, family practice, or related field.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES / CERTIFICATES / PERMITS:

- A valid California class "C" driver's license
- Possess Pediatric First Aid and CPR certification bi-annually.

General Physical Requirements: Medium work: climbing; exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start funded positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**