

Position: Professional Development Manager

Organization: Michigan Head Start Association

Location: East Lansing, Michigan

Category: Full-Time; 9-5 M-F

Required: Bachelor's Degree and min. 2 years of experience of professional development

The Michigan Head Start Association (MHSA), located in East Lansing, MI is seeking a **Professional Development Manager** to develop and execute professional development programming for all MHSA trainings, Learning Communities, Assemblies and conferences.

About MHSA

The Michigan Head Start Association is determined to play a valued role in Michigan's efforts to educate and serve its most vulnerable children and families. MHSA is the unified voice providing advocacy and leadership linking the Head Start community of parents, programs, and partners. As a private, nonprofit corporation organized in 1967 and incorporated in 1988, we are the only state organization dedicated exclusively to the concerns of Head Start and Early Head Start. We provide services and support to the Michigan Head Start community, which represents more than 34,000 children and their families. As an association, we advocate for the children and families in poverty, promote awareness of Head Start's effectiveness and support current programs to ensure quality experiences.

Organizational Culture

MHSA has a small but dedicated staff working to provide Michigan Head Start programs with the tools they need to succeed.

Essential Functions

Work closely with the Executive Director and/or event steering committees to determine topics, needs and specific programming for each event.

- Create programs that clearly and accurately represent current and relevant topics to the Early Childhood Education field.
- Ensure post-program feedback is solicited from participants and share results with presenters, Executive Director and/or event steering committees.
- Execute all correspondence with speakers from beginning to completion of events.
- Prepare and meet budgets for each event.
- Complete SCECH applications for some training events and maintain SCECH file.
- Ensure completeness and accuracy of all event e-mails and mailings.
- Ensure distribution of tentative agenda and registration forms for all meetings at least 90 days prior to the meeting.
- Coordinate efforts to ensure logistics and programming are well-aligned.

Qualifications

- Bachelor's Degree and minimum 2 years of experience working with Professional Development.
- The employee must be free to travel overnight on several occasions during the year.
- The employee must have a valid driver's license and access to and use of a reliable automobile for travel between worksites and occasional transport of work-related materials.

Competencies

- Must be able to adapt to conducting both virtual and in-person events as well as a hybrid approach.
- Experience facilitating group meetings and learning opportunities both virtually and in-person.
- Demonstrated ability to make decisions, learn quickly, think rationally and exercise good judgment.
- Collaborative: Able to build trusting, collaborative relationships with staff, members and speakers.
- Must be computer literate, use existing computer hardware and software, utilize standard office equipment and audiovisual equipment.

Working Conditions

Under normal circumstances, this position maintains regular office hours. Flexible scheduling and/or remote work may be utilized based on MIOSHA Orders and employee preference. MHSA offers a modern, comfortable, professional office environment with telecommunications access and up-to-date software and hardware. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information in this job description is for compliance with the Americans With Disabilities Act and isn't an exhaustive list of the duties performed for this position.

Physical Demands/Requirements

Physical demands are minimal. The position requires:

- Long periods at the computer keyboard.
- Some lifting (up to 30 lbs.).
- Occasional prolonged periods of standing and walking.

Compensation & Benefits

Compensation will be commensurate with experience; a range of \$25-35/hour has been established. MHSA benefits include a 10% 401K contribution (after 1 year), paid time off, and (if needed) a modest monthly health insurance stipend.

Application Procedure

MHSA has retained the assistance of the Michigan Society of Association Executives to conduct this search. Inquiries should be directed to Donna Oser, CAE, at mhsa_hiring@protonmail.com; all inquiries will be considered confidential. Interested candidates should submit their resume and cover letter to mhsa_hiring@protonmail.com. This posting is open until the position is filled and interviews will be conducted as qualified applicants are received.

Michigan Head Start Association is an Equal Opportunity Employer

Our vision is based on the belief that all children deserve an opportunity to succeed in school and in life, regardless of the circumstances of birth. Ending injustice, racism, and bias is fundamental to delivering on this promise. As such, the MHSA does not and shall not discriminate on the basis of race, color, national origin (ancestry), religion (creed), gender, gender expression, sexual orientation, marital status, disability or any other characteristic protected under applicable federal or state law in its programs and activities.

The employee may be asked to perform other related assignments and duties.