

JOB ANNOUNCEMENT

JOB TITLE: Director, Office for Children, Youth and Families

SALARY RANGE: \$115,000 - \$135,000 annually

SUMMARY OF JOB:

This is a senior management level leadership position, whose duties and accountabilities include supervising the programs of the Office of Children, Youth and Families (OCYF). The primary accountability of the Director of OCYF is oversight of the agency's Head Start programs. The Director of OCYF provides leadership to the development, delivery and quality of all program services. The OCYF Director is responsible for staff development and supervision, program compliance and evaluation and supporting the goals of Total Community Action, Inc.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

BA degree in Social Work, Early Childhood Education, Administration or Educational Leadership or related fields is required; Master Degree strongly desired. Minimum of 5 years' experience in a management position, including experience in program oversight, budgeting at least \$5 million in public funds, facilities management, and staff management, preferably within a multi-site operation and in a field related to early childhood care, and education.

Significant staff development experience, managing teams of at least eight individuals. Demonstrated experience in program planning, operations, and evaluation, and the use of management information systems. Demonstrated experience in change management environment requiring leadership in defining process and establishing relationships, both internal and external.

Experience with quality rating systems

HOW TO APPLY:

For a full version of this position, other available positions and downloadable applications, please visit www.tca-nola.org and click on employment opportunities. Applications are also available at Total Community Action, Inc. Human Resources Department located at 1420 South Norman C. Francis Pkwy. Room 203, New Orleans, LA. 70125. For more information, please contact Keiona White (504) 872-0338.

CLOSING DATE: TUESDAY, MARCH 31, 2026 AT 4:00 P.M.