

Job Vacancy Announcement
for
Publication on the Early Childhood Project Job Board



Job Information

Job Title: Program and Outreach Manager

Program Name: Clark Fork School

Location of Job: Missoula, Mt.

Hours/week: 40

Wage/Salary: Starting at \$36,800/yr

Job Description:

Develop and maintain waitlist and enrollment, ensure a consistent high-quality educational experience across programming, in collaboration with the director, supervise team members, gather and communicate feedback from the CFS community through family feedback surveys, manage website, social media, blog, newsletters, and other communication venues, including family communication and program updates, support fundraising activities and events with the fundraising committee, administrative team, families and Board of Directors, other duties as assigned.

Job Requirements

Education:

Bachelor's Degree in related field or equivalent experience
Level 2 on Mtecp or willing to achieve

Experience:

A minimum of one year of combined experience in communication, outreach, program development, administration and education, previous experience in supervisory role and/or experience as team leader, Previous experience in supervisory role and/or experience as team leader, Previous experience in supervisory role and/or experience as team leader, Knowledge of place based education, customer service experience

Other Requirements: Must be willing to work occasional evenings and weekends

Application Requirements

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Resume and cover letter

Application Deadline: Open until filled

Contact Name: Katie Heckert

Contact Phone: 406-728-3395

Contact Email: director@clarkforkschool.org

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**