

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



**Job Information**

Job Title: Executive Director

Program Name: Young Parents Education Center

Location of Job: Great Falls, Montana

Hours/week: 40

Wage/Salary: \$62,400-\$72,800

**Job Description:**

The Executive Director is a salaried employee whose duty is to develop and execute the organization's strategic plan and to implement all policies and programs. They will be responsible for providing leadership, overseeing day-to-day operations, and driving the organization's mission and vision forward. The Executive Director is directly accountable to the Board of Directors and is responsible for meeting all fiscal and legal reporting requirements of a Montana-based nonprofit public benefit corporation with a 501(c) 3 tax status. Serving as the executive director of YPEC is an exciting opportunity to make a meaningful impact in the lives of young parents and families in our community.

**Job Requirements**

**Education:**

- A bachelor's degree or higher in any field required, preferably in social work, child development, public health or related fields.-
- A combination of education and experience
- Experience in an early childhood setting required

**Experience:**

Strong leadership and organizational skills are essential, as well as a proven ability in financial management, budgeting, and grant writing. The ideal candidate will demonstrate excellent communication and interpersonal skills, strategic thinking, and a commitment to YPEC's mission. Experience with Microsoft Office, Google Docs, QuickBooks Pro, and social media platforms is also required.

Other Requirements: \_\_\_\_\_

**Application Requirements**

**Application Requirements:**

Please send your cover letter, and resume to [youngparentseducationcenter@gmail.com](mailto:youngparentseducationcenter@gmail.com)

Application Deadline: June 28, 2024

Contact Name: Susie Zeak

Contact Phone: 406-231-9022

Contact Email: youngparentseducationcenter@gmail.com

**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](mailto:ecp@montana.edu)**