



Operations Coordinator

The Florida Head Start Association (FHSA), a small non-profit organization, seeks a full-time Operations Coordinator to join our team immediately. The successful candidate can expect to complete various administrative tasks to ensure a high-quality member experience. This role requires working 40 hours weekly and reporting to the FHSA Executive Director. The position is based on-site and will involve some travel. It is ideal for a driven, organized self-starter with association management experience and a passion for supporting the Florida Head Start community.

Position: Operations Coordinator

Description: FHSA seeks a dynamic, self-starter to assist with coordinating and executing training and events, database management, and member engagement.

Key Responsibilities:

- Collaborate with the Executive Director to support FHSA's daily operations, including planning and preparing for statewide meetings, conferences, and board meetings.
- Update and maintain FHSA's website and database.
- Create and manage the monthly newsletter and regular member communications.
- Assist in designing emails, invitations, and other marketing materials for FHSA-hosted events.
- Provide high-quality, timely, and responsive customer service experience to FHSA members.
- Maintain strong working relationships with FHSA member organizations.
- Support the Executive Director with various general administrative tasks.
- Perform other duties and tasks as assigned by the Executive Director.

Qualifications:

- Experience in coordinating and managing operations tasks
- Previous experience in event planning is a plus
- Proficiency in Microsoft Office Suite and Adobe applications
- Experience in MC Professional a plus
- Effective communicator, both written and oral
- Strong organizational and time-management skills
- Detail-oriented with strong analytical and problem-solving abilities
- Ability to work independently, manage multiple projects and tasks, and adhere to deadlines
- Willingness to travel to annual conferences and association meetings as needed
- Enthusiasm for the mission of Head Start and the families we serve

Florida Head Start Association
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Benefits and Compensation

- Wage: \$50,000 annually with a \$1,000 monthly health insurance stipend.
- All travel is reimbursed at IRS standard per diem rates.

Start Date: Position is open until filled.

Mission and Vision: Head Start was founded in 1965 to help break the cycle of poverty by providing low-income parents with early childhood education and comprehensive family services. Since then, Head Start has expanded to include children from birth to age 5 and now serves approximately one million children per year across all 50 states. In Florida, Head Start and Early Head Start serve over 40,000 children annually through 142 federal Head Start grantee recipients.

The Mission of the Florida Head Start Association (FHSA) is to empower members to advocate, lead, and enhance the education, health, and social services provided to families by Head Start. To this end, FHSA:

1. Actively advocates for resources and policies that support this mission.
2. Forges and maintains strong collaborations with the Office of Head Start (OHS), Florida Head Start Collaboration Office, Florida Department of Education Divisions of Early Learning, other partners, advocates, governmental agencies, and community members.
3. Provides its members with up-to-date information, analysis, strategic direction, and other resources.
4. Offers members meaningful opportunities for information sharing, goal setting, and professional development through regular meetings.

Equal Employment Opportunity: FHSA is an Equal Employment Opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion or religious creed, gender, pregnancy, age, disability, military or veteran status, sexual orientation, gender identity or expression, genetic disposition, or any other status protected by applicable federal, state, municipal, or local law. FHSA recognizes that some individuals with disabilities may require accommodations at work. FHSA will not discriminate or retaliate against or harass anyone who requests and/or receives a reasonable accommodation for a qualifying disability.

Please submit your cover letter and resume to **Wanda Minick, Executive Director, at Wanda@FLHeadStart.org**. Applications will be reviewed on a rolling basis.