



Jeremiah Program

Our History

Jeremiah Program offers one of the nation's most successful strategies for ending the cycle of poverty for single mothers and their children, two generations at a time. Two-generation – or 2Gen -- programs uniquely focus on the whole family and achieve long-term, sustainable results. The approach has been proven to achieve significant educational, health and economic benefits for parents, children and communities.

Jeremiah Program is strategically growing throughout the country to meet the growing demand for its model. The organization has residential campuses in Minneapolis and St. Paul, MN, Austin, TX, Fargo, ND, and Rochester-SE, MN. In Boston, MA and Brooklyn, NY, Jeremiah Program has introduced an innovative non-residential model, working with leading organizations to serve mothers and children. Learn more [here](#).

Jeremiah Program- Fargo started serving families in 2018, offering 20 affordable apartments in a residential model with an onsite child development center and ample community space.

The Role

The CDC Assistant Manager is a strong leader responsible for assisting in the day-to-day operations of a dynamic, fast paced Child Development Center. This includes maintaining the overall health, safety and growth of children enrolled and reflecting Jeremiah Program's mission, values, vision, and purpose. The CDC Assistant Manager will be responsible for providing support as needed to classrooms ranging in age from infants through the first day of kindergarten. The CDC Assistant Manager role reports directly to the CDC Director, who reports to the Executive Director.

Key Responsibilities

Management

- In conjunction with CDC Director, act as a support for families and staff in the CDC
- Collaborate with the CDC Director regarding hiring, training, evaluation, and supervision of center staff (approximately 11 staff)
- Collaborate with the CDC Director to maintain all state licensing requirements and Quality Rating System accreditation standards
- Support classroom implementation of Creative Curriculum, assessments, and outcome reporting for both internal and external purposes
- Assist with maintaining child development center enrollment
- Always provide and promote healthy boundaries and confidentiality; model professionalism to families, volunteers, and staff

Direct Service

- Act as a support in classrooms (i.e. covering when staff are out, naptime and meeting coverage, etc.)
- Act as staff lead (along with CDC Director) during time of crisis/emergency or absence of center manager
- Assist in de-escalating stressful situations between parents, staff, and volunteers
- Work with teachers and CDC Director to maintain accurate and complete files for children as required by DHS (emergency cards, field trip permission slips, conference forms, attendance, CACFP, accident/injury reports, etc.)
- Maintain order within classrooms, hallways, storage areas, changing rooms, indoor/outdoor play areas, etc. so they are attractive, sanitary, orderly, and in compliance with licensing and health codes
- Always provide and promote confidentiality and positive rapport with parents
- Monitor children/center progress toward designated program outcomes and standards

Licensing Compliance

- Coordinate and center log fire/tornado drills
- Collect and maintain incident report log binder; notify CDC Director of any patterns or identified safety concerns regarding equipment or classroom environment
- Collect and maintain attendance log binder
- Track and maintain immunization record needs for enrolled children
- Inventory management of classroom and center supplies

CACFP Responsibilities

- Quarterly CACFP Meal Monitoring Visits
- Follow-up on CACFP Corrective Action Plan with meal service staff
- Monitor CACFP/HIS forms
- Monitor and complete staff CACFP training
- Verify and process monthly CACFP claim reports
- Work with CDC team to gather and complete CACFP renewal application (annually)

Other Duties as Assigned

- All Jeremiah Program employees are mandated reporters and are legally required to report any suspected or observed child abuse or neglect

Professional Experience/Qualifications

The CDC Assistant Manager must believe in and be a passionate advocate for JP's mission and values and is excited to work in a dynamic fast paced environment A strong applicant will possess the following qualifications:

- CDA Certification or Associates Degree with 4-5 years' experience in the field of early childhood education or a Bachelor's Degree with 3-4 years of experience.
- Meet and maintain DHS licensing requirements as a Lead 3 teacher.
- CPR and First Aid certified (or willingness to acquire within 30 days of start date).
- Ability to manage crisis, problem solve, multi-task, complete work on time and work independently.
- Working knowledge of childcare billing processes and systems (ProCare Systems experience a plus).

- Experience with USDA and other funding applications and other internal and external reporting.
- Attention to detail, ability to set/manage various priorities, meet deadlines, and support center as needed.
- Proficiency in computer skills (i.e. Microsoft Office, SharePoint).
- Excellent written and verbal communication skills.
- Ability to work with diverse populations.
- Ability to lift to 40 pounds.
- Shift: 9 am – 6 pm Monday - Friday
- Nonprofit experience a plus.
- Passion for the Jeremiah Program mission and values

HOW TO APPLY

Jeremiah Program is committed to the recruitment, selection, development and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age or disability.

We offer competitive compensation including employer-paid health and dental, life and disability insurance and generous time off. Candidates will be in Fargo, North Dakota.

Qualified candidates are encouraged to [apply online](#). Please upload a current resume and thoughtful cover letter articulating your interest and fit for the role, including compensation requirements.