Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Associate, Special Projects</th>
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<tbody>
<tr>
<td>Department/Program:</td>
<td>Executive</td>
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<td>Reports to:</td>
<td>Executive Director</td>
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<tr>
<td>Managing:</td>
<td>N/A</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Origination Date:</td>
<td>August 12, 2020</td>
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MISSION AND VISION

NHSA’s vision is for Head Start to lead—to be the untiring voice that will not be quiet until every vulnerable child is served with the Head Start model of support for the whole child, the family, and the community—and to advocate—to work diligently for policy and institutional changes that ensure all vulnerable children and families have what they need to succeed. NHSA’s mission is to coalesce, inspire, and support the Head Start field as a leader in early childhood development and education.

OUR CORE VALUES

We are determined to play a valued and visible national leadership role in this country’s efforts to educate and serve its most vulnerable children and families.

We recognize change is constant and are building a flexible, nimble organization that values innovation and can respond effectively to change.

We are actively committed to being a high impact organization that evaluates effort and measures outcomes; our commitment extends to helping the Head Start field value and use measurements effectively.

We value partnerships and collaboration and at our core, we are relationship-based.

We celebrate Head Start alumni, both graduates and parents, and the lasting impact that are having in this country.

We are accountable to our members and funders, seeking high standards of governance, carefully stewarding resources, operating transparently, and living up to the highest standards of quality.

OUR CULTURE

NHSA is proud of our inclusive, collaborative, and professional culture. We value and reward teamwork, initiative, creativity, and intellectual and professional growth. We seek those qualities when considering people to join our team.
Collaboration  NHSA works in teams—we share ideas, brainstorm endlessly, and constantly seek innovative ideas that advance NHSA’s and Head Start’s missions.

Vision  NHSA values colleagues who see and seize opportunities, take risks, learn from failure, and bring a relentless passion for our mission.

Creativity  NHSA team members use data to form original insights. We find ways to incorporate innovative ideas and approaches that exist in the rich and vital Head Start community to pursue our mission.

Mindfulness  NHSA has an organization-wide commitment to strive for excellence; we set clear objectives, achieve ambitious goals, ensure accountability for results, and focus on our impact.

Continuous Learning and Intellectual Growth  NHSA values those who are curious and hungry for knowledge. Reflecting Head Start’s 50 years of commitment to continuous improvement, our staff is committed to personal and professional growth, understanding, and commitment to NHSA’s mission.

THE OPPORTUNITY
Are you passionate about early childhood education, remedying social inequities, and supporting the most vulnerable children and families? Be a part of the team at the National Head Start Association. NHSA is a nonprofit organization committed to the belief that every child, regardless of circumstances at birth, has the ability to succeed in life. NHSA is the voice for more than 1 million children, 245,000 staff and 1,600 Head Start grantees in the United States. Since 1974, NHSA has worked diligently for policy changes that ensure all at-risk children have access to the Head Start model of support for the whole child, the family and the community.

NHSA is searching for a highly motivated, positive, organized, and detail-oriented person for the position of Associate, Special Projects. Essential strengths include attention to detail, ability to thrive in a fast-paced, multi-tasked environment, sound judgement, strong communication skills and superb organization. In this time of unprecedented uncertainty, a high tolerance for ambiguity, a strong sense of curiosity, and an eagerness to try new things are essential.

The Associate, Special Projects will work directly with the Executive Director and is a support role responsible for a variety of complex administrative duties that works cross-functionally with all teams at NHSA. This individual will manage the Executive Director’s schedule, provide logistical support, and carry out other special projects as necessary. NHSA prides itself on being a learning organization, and additional duties will be added based on the individual’s interests and strengths.

This role will begin remotely.
THE REQUIREMENTS

- Demonstrated passion for Head Start's commitment to ensure every vulnerable child has the opportunity to succeed
- A good ear for sensing the trends that are emerging through the Head Start community and a perception of patterns that are becoming evident, and a strategic understanding.
- Capacity to execute multiple and constantly changing projects, with both creativity and high-quality work, on tight deadlines.
- Innovative and analytical approach to problem solving.
- Ability to adapt quickly and confidently to new challenges and job requirements with entrepreneurial thinking, even while under pressure.
- Highly effective communication skills, both written and verbal, and strong persuasion and influencing skills.
- Consistent good judgement, flexibility, and problem-solving skills.
- Bachelor's degree.

THE PROCESS

Please submit your cover letter and résumé to jobs@nhsa.org with Associate, Special Projects in the subject line.

ABOUT US

The opportunity to succeed in school and in life, regardless of circumstances at birth, is a core American value, and for the past fifty years, the Head Start community has embraced the challenge of delivering on that value and changing life trajectories for the nation’s most vulnerable children and their families. A strong and sustainable future for Head Start will mean the success of generations of children who may otherwise struggle throughout their lives. Their future success rests on the knowledge, commitment and collaboration of families, programs, researchers and policymakers.

The National Head Start Association (NHSA) is a nonprofit organization committed to the belief that every child, regardless of circumstances at birth, has the ability to succeed in life. NHSA is the voice for more than one million children, 200,000 staff, and 1,600 Head Start grantees in the United States. Since 1974, NHSA has worked diligently for policy changes that ensure all at-risk children have access to the Head Start model of support for the whole child, the family, and the community.

NHSA is located at 1651 Prince Street, Alexandria, Virginia 22314.

NHSA IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.