

RIVER VALLEY CHILD DEVELOPMENT SERVICES



DATE POSTED: February 26, 2018

OPEN UNTIL FILLED

PROGRAM NAME: WVECTCR

JOB TITLE: Grants and PD Services SW
Coordinator,

QUALIFICATIONS:

RVCDS/WVECTCR is seeking a full-time Grants and Professional Development Services Statewide Coordinator in Huntington, WV to oversee the implementation of grant activities and provide supervision for nine staff members statewide. The ideal candidate has excellent leadership, communication, time management, planning, and organizational skills, and pays great attention to detail. Knowledge and/or experience of early childhood education, grant and budget management preferred. Bachelor's degree in management, human services, or related field required. View job description <http://rvcds.org/jobdescriptions.shtml> \$38,500-\$42,500, based on education level, plus excellent benefits: retirement; health/vision/dental insurance; PTO; 10 paid holidays per year; and opportunities for annual professional development. Some statewide travel required. Submit resume to wsmith@rvcds.org. Must pass drug test. EOE-M/F/V/D wwearychildhood.org rvcds.org

Go to www.rvcds.org to view job description and application

TO APPLY, CONTACT:

Whitney Smith, Human Resources Coordinator
River Valley Child Development Services
wsmith@rvcds.org
611 Seventh Avenue
Huntington, WV 25701
(304) 523-3417
(304) 523-2678 (fax)

All job positions: Must pass drug test. EOE- M/F/V/D

It is understood that employees will not be considered eligible for transfer to another position or geographic area for one year after employment, **unless authorized to do so in writing by the Executive Director.**