



# Mid-Columbia Children's Council Job Posting

Are you passionate about a career in Early Childhood Education, Development and Services in beautiful Columbia River Gorge, interested in a job where you truly make a difference, want growth opportunity, competitive pay, with an exceptional benefits package? Then MCCC has the right job opportunities for you!

**Our Mission:** Educating children and families with innovative, high-quality early childhood learning opportunities and family partnerships to build better communities, one person at a time.

**Site Posting: Central Office    Posting Date: 1/30/2023    Closing Date: Until Filled**

**Budgeted Hours: 40**

**Budgeted Schedule: 12 Months**

**Internal Posting: Yes**

**External Posting: Yes**

**Job Posting ID: 43593**

**Job Posting: Training Administrator**

**Base Range: \$25.36 - \$30.28/hour depending on experience and education**

**Job Description:** The Training Administrator is responsible for the coordination, development, facilitation and delivery of early childhood technical training and professional development; and new employee, volunteer and parent training and onboarding for teachers, program and support staff, parents and community partners. This position will deliver training and direct assistance to both individuals and groups. The Training Administrator will also be responsible for maintaining current data systems as well as a data system to track employee qualifications, participation and progress in accordance with Head Start, State and child care licensing standards. The incumbent will cultivate agency and community-based partnerships to provide ongoing support and training that promotes equity, best practices, core competencies and positive outcomes for staff, children and families. Current driver's license, insurance, and access to a reliable car during working hours. Pass a criminal background check meeting State and Federal requirements.

**Job Requirements:** BA/BS in Education or closely related field required. Two to five years directly related experience. Familiarity with industry best practices and standards. Ability to translate complex problems and concepts in training. Strong leadership and communication skills.

Applications and job descriptions may be picked up at Mid-Columbia Children's Council or visit-  
[www.mcccheadstart.org](http://www.mcccheadstart.org). Inquiries: call 541-386-2010. Completed applications with current resume, transcripts and cover letter to: MCCC, 1100 E. Marina Way, Hood River. Email or hand deliver Suite 104, Hood River, OR 97031

**Email to [humanresources@mcccheadstart.org](mailto:humanresources@mcccheadstart.org)**

Mid-Columbia Children's Council is an equal opportunity Provider