Program Administrator Job Profile

Key Competencies:

- Professional
- Flexible
- Leader/Visionary
- Relationship Builder

The right person for this role:

The ideal Program Administrator is passionate about the business of education. This person is loyal, well-rounded, and organized. They are comfortable making decisions independently, have an enthusiastic spirit, and are internally motivated. The ideal candidate is a lifelong learner dedicated to personal growth and sharing knowledge with their staff as a mentor-coach and excels at conflict resolution. The best Program Administrators are not easily discouraged, have thick skin, and are willing to be questioned. They also know when to admit they are wrong and take responsibility for their actions.

The ideal Program Administrator is adaptable, creative, and thrives in a fast-paced (sometimes chaotic) environment. The ideal Program Administrator relies on their open-mindedness, creativity, and willingness to wear multiple hats to be successful at their job. ***The phrase "herding cats" is not unfamiliar to the right person for this role.***

The right candidate for the Program Administrator role is an inspirational leader. They are a strategic thinker who plans and motivates everyone to participate. They are entrepreneurial, resourceful, and patient when working with their team to achieve their goals. The best Program Administrators always have one eye on the details and one on the big picture and never lose focus of the Community they serve.

The ideal Program Administrator is a skilled relationship builder. They rely on excellent communication abilities and are comfortable listening to all audiences. The best person for the role is empathetic, approachable, and enjoys working with different people and personality types.

Job Qualifications

Experience

- Childcare center or educational leadership
- Business/management experience (Marketing, HR, IT, Finance, Strategic planning)
- Scheduling
- Classroom
- Customer service

Skills

- Childcare Licensing rules and regulations
- Step Up to Quality
- Conflict resolution
- Grant writing
- Hiring people
- Time management skills
- Computer
- ODJFS Administrator Training

Requirements

- Industry related experience
- CDA, Associate or bachelor's degree
- Career Pathways level 3
- Clean background check