



Head Start  
**Training & Development Manager**  
Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

**Our Head Start Program needs charismatic people who want to make a difference in the lives of low-income children and families!**

**Come join a caring team of professionals who love what they do!**

The position's primary purpose is to make sure staff receive training in areas of need and ensure staff are in compliance with their levels of education. This position will develop training goals, work closely with managers and staff to establish a training schedule that meets the needs of the department.

**Responsibilities Include:**

- Conduct annual training needs assessment of staff
- Develop short and long term goals
- Establish and implement training schedules
- Facilitate/coordinate or provide training for staff/parents/families

**Job Requirements:**

- A Bachelor's degree in Educational Training/Development and/or 2-3 years of direct related experience or a combination of both
- Demonstrated experience in arranging and providing oversight to group training opportunities, including the planning and evaluation of training
- Have reliable transportation
- CPR certified or willing to obtain
- Drug Screening and background check required

Position(s) will start in as soon as possible

Starting wage is \$19.89 per hour.

This full time position will have access to our full benefit package which includes: health, dental, vision, life, STD, vacation, sick and holiday pay, and Retirement/401k option.

Resumes and/or applications, with cover letters expressing interest, which are submitted by 9/3/2020 will receive primary consideration.

Send to: ADVOCAP Inc., Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to [hr@advocap.org](mailto:hr@advocap.org) or FAX: 920 922-7214

www.advocap.org  
AA/EOE