

STG International is currently seeking **Grantee Specialist** candidates with strong program design and management backgrounds to support our Head Start Training and Technical Assistance (TTA) team in Region 5. The Grantee Specialist (GS) will provide intensive on-site training and technical assistance to HS/EHS grantees based on Regional Office (RO) assignments. The GS will be deployed to work directly with grantees with program and management compliance findings identified through the federal monitoring process which will require travel and the ability to work on-site for periods of time ranging from one day to several weeks. The GS may reside in OH, IL, IN, MI, MN, and WI for the position.

Responsibilities/Duties:

- Provide on-site, group and virtual TTA to grantees related to governance, program management, and fiscal operations, including supporting grantees in the following areas:
- Review Federal monitoring reports, data from the Head Start Enterprise System (HSES) and current Program Information Reports (PIR) to establish initial consultation with the grantee.
- Coordinate TTA with Early Childhood, Health, Family Engagement, and System Specialists to ensure effective integration of management systems TTA that supports improvements to education, family services, and health services, as directed by the RO.
- Produce and maintain outcome reports on grantee performance.
- Maintain regular and timely communication with appropriate RO staff on delivery of TTA and progress toward corrective actions or quality improvement.
- Provide resources that are appropriate to support the QIP process for assigned grantees.
- Provide all data entry of action steps and progress to the Head Start Enterprise System (HSES).
- Develop and provide effective presentations and training in areas related to program management and fiscal operations.
- Support emerging OHS priorities and initiatives.
- Correction of areas of noncompliance and deficiencies identified through the federal monitoring process.
- Development and implementation of a Quality Improvement Plan (QIP) that addresses root causes of the areas of noncompliance and deficiencies for grantees, as directed by the RO.
- Improvement of program oversight and management in areas of concern identified through the RO oversight process.
- Participate in meetings including but not limited to National TTA meetings, Regional Office meetings, team conferences, and one-on-one meetings with the ECS Manager.
- Provide various progress reports including, but not limited to weekly, monthly, and other periodic reports; meetings, events, and technical assistance; Monthly Travel; and quarterly plans for activities and expected outcomes.
- Provide content expertise in implementing national and regional priorities and initiatives.
- Work in partnership with federal Program Specialists to deliver high quality TTA services to grantees

Required Skills:

Minimum Requirements:

- Understanding and knowledge of the process involved in developing a Quality Improvement Plan (QIP).
- Familiarity with the Improving School Readiness for Head Start Act of 2007, Head Start and Early Head Start Programs, OHS Monitoring Protocols and processes, and knowledge of Head Start Program Performance Standards and Other Regulations.
- Ability to work both independently and in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Excellent analytical and problem solving skills.
- Risk management skills (e.g., identification/ analysis).
- Providing training and technical consulting assistance to an audience with varying skill levels.

Required Experience:

- A minimum of a BA or BS Degree—with a preference for a Master's degree—in a field related to program design and management from an accredited university or college. If the highest degree was awarded more than ten years ago, the resume should be specific regarding courses, conferences, seminars that have been attended that ensure you have remained current in the field of program design and management.
- A minimum of 5 years of experience related to program design and/or organizational management and/or fiscal operations with Head Start/Early Head Start programs and the development and implementation of comprehensive management systems.
- Demonstrated experience supporting grantees to improve the effectiveness and quality of program operations and management systems.
- Demonstrated experience providing technical consultation with governing bodies, management teams and program staff.
- Demonstrated experience assisting organizations to address compliance issues.
- Demonstrated experience analyzing and redesigning systems for grantees in order to improve the effectiveness and quality of program operations.
- Demonstrated skill and ability to communicate clearly, both orally and in writing, to various audiences.
- Demonstrated expertise in fiscal areas including budgeting, multiple funding sources, applicable uniform guidance regulations, HS specific audits, and the fiscal role of the governing body.
- Demonstrated experience facilitating group discussions and presenting to a range of audiences.
- Demonstrated experience analyzing data and assisting programs to make data driving decisions.

- Intermediate to advanced level experience with recent versions of Microsoft Suite, such as Word, Excel, PowerPoint, Outlook, and Internet Explorer; ability to use current webinar technology and audio conferencing. Familiarity with Smart Sheets preferred.
- Sufficient flexibility to work on-site with grantees for periods of time ranging from one day to several weeks, at the request of the regional office.
- Valid Driver's License and access to transportation.

STG International, Inc (STGi) is a workforce solutions company providing comprehensive healthcare delivery, Head Start and management consulting services and human capital solutions help our clients. Our services and solutions help our clients sustain and enhance their operations to better accomplish their mission.

STGi offers a competitive benefits package which includes Medical, Dental, Vision, 401k with company match and a generous PTO policy.

STG International, Inc. is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Please send resumes to:

Yollanda Jones-Murphy

STG International, Inc. (STGi)

Corporate Recruiter

yjones-murphy@stginternational.com

Or apply on STGi's Career Website at www.stginternational.com