



Health and Safety Coordinator

About Educare DC

Educare DC is an early childhood education program that strives to give vulnerable children the skills necessary for success in Kindergarten and beyond. Educare DC is a NAEYC-accredited Head Start program that serves 424 children from birth to age five in a full-day, full-year school. Our school is part of the Educare Learning Network (ELN), made up of 25 high-quality early childhood schools across the country. Our school's model emphasizes data utilization, high-quality teaching practices, embedded professional development, and intensive family engagement.

Why Educare DC

- Join a strong team that is passionate about our children and values each person's unique contributions
- Provide high-quality and individualized early learning to the families who need it most
- Learn and grow through personalized coaching and mentorship
- Lead in our state-of-the-art facilities that are custom-built for young children and families and takes a nimble approach to virtual programming

Job Responsibilities

The Health and Safety Coordinator reports to the Director of Facilities. This position is responsible for demonstrating the following:

- Coordinate Center minor facility repairs.
- Execute special facility projects, including collecting and gathering resources and data from internal and external sources, and other research. Research may include market analysis, competitive review, cost studies, or evaluation reviews.
- Coordinate the development and implementation of certain new facility initiatives, defining scope, priority, timetable and deliverables. Manage and collaborate with other staff and external vendors as appropriate.
- Compose, and edit monthly and annual facilities reports.
- Collaborate with departments and partner sites to use and monitor compliance and ensure clear communications of upcoming deadlines, priorities and related activities.

Qualifications

We seek candidates who are results-oriented and have the ability and willingness to work in a program located in a high-risk, low income community. You should have:

- Experience in facility maintenance, compliance, education, or related field
- Associate's degree in related field (e.g. Associate's degree in building maintenance, education, early childhood). Bachelor's Preferred
- Demonstrated experience working within a school setting, Three years preferred
- Experience working with other staff and/or team to shared outcomes

The salary range is \$40,000-50,000, commensurate with experience. Educare DC offers a competitive benefits package that includes medical, dental and vision insurance, retirement accounts with company match, paid leave, and more. Educare DC is proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.

How to apply

Submit your resume via email to jobs@educaredc.org or by mail to Attn: Educare DC 640 Anacostia Ave., NE, Washington, DC 20019

For additional information on Educare DC and Educare schools, please visit www.educaredc.org and www.educareschools.org.