



High Desert Education Service District
and
Healthy Beginnings
Announce an Exciting Opportunity
For Well Qualified Applicants
For the Position of



Healthy Beginnings Executive Director

About the Position

This is the lead administrative position within the Healthy Beginnings Health Screening and Developmental Program with essential responsibility for managing and coordinating a variety of activities designed to deliver periodic health screening services to targeted children in Central Oregon. The essential duty of this position is to assure that young children under the age of 5 have adequate access to basic health screening services.

Qualities and Qualifications

The Healthy Beginnings Executive Director must possess at minimum a Bachelor's degree in a Health Education, Social Work, or an educational related field with a clear emphasis toward children and families. Four years progressively responsible experience in community-based service programs, with relevant administrative and supervisory experience is preferred. This position requires sincere commitment, personal initiative, a firm sense of professional responsibility, as well as solid organizational skills and highly developed human relationship skills. The position requires a high level of critical thinking and problem solving skills. The ability to identify and use resources for information and troubleshooting is essential. The position also requires an outstanding ability and confidence with community fund raising and grant writing.

Compensation - Benefit Package

A competitive salary in the \$60,000 - \$65,000 range. Benefits include: \$1195/month employer contribution towards family insurance benefits; paid sick, personal and vacation leave; 6% IAP retirement contribution plus Oregon state PERS pension contribution; disability, life and AD&D insurance.

Application Timeline/Materials

- Applications are due March 3, 2017
- For any questions about this position, please contact Paul Andrews at 541-693-5702 or paul.andrews@hdesd.org.
- A completed application packet should include:
 - ✓ A letter of interest addressing the qualities, qualifications and expectations outlined in this posting
 - ✓ Resume
 - ✓ Three letters of recommendation
 - ✓ A completed HDESD employment application

Position Start Date

July 1, 2017

Send Application Packet To

Kristen Johns, Human Resources Supervisor
High Desert ESD
2804 SW Sixth Street
Redmond, OR 97756