



## Orange County Association for the Education of Young Children

### Executive Director ~ Job Announcement

The Orange County Association for the education of Young Children (OCAEYC) is a proud NAEYC Affiliate representing early childhood educators in Orange County, California. OCAEYC creates access to quality training and information, a professional and social network of early educators, and a community of leaders to keep early childhood professionals connected, inspired, and supported.

OCAEYC is currently seeking an Executive Director. This is a part-time position with flexible hours, based in Orange County. Three years or more of successful nonprofit management or fund development experience is preferred. Able to lead Board development efforts and carry out strategic plan objectives. OCAEYC is a small nonprofit with a working board. The Executive Director, in collaboration with the Board, will be involved in strategy development, all aspects of fundraising, and public relations.

Pay- \$50 hourly, 10 hours per week plus additional hours for major events

Benefits- PTO, mileage

Minimum Qualifications: Bachelor's degree, experience in nonprofit and/or business development, ability to use Quick Books and Google drive to manage day to day operations

Please submit cover letter and resume to: [ocaeyc@pretendcity.org](mailto:ocaeyc@pretendcity.org) by March 15, 2020 for consideration.