



## FOUNDATION COMMUNITIES JOB DESCRIPTION

**JOB TITLE:** Education Programs Manager (2 positions)      **DEPT/DIV.:** Education

**REPORTS TO:** Director of Education      **FLSA STATUS:** Exempt      **WORK LOCATION:** LC/Ed Office

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**Position Summary:** The Education Programs Manager will support the oversight and management of approximately 4-6 Learning Centers. The Education Programs Manager will assist the Director of Education to improve program quality and develop educational, recreational, enrichment and other assistance programs at the affordable housing communities in Austin and North Texas.\*

*\* One of these positions will have oversight of programming in North Texas/Dallas area and will be required to travel there on a regular/at least monthly basis to support the work at the learning centers in that area*

### **Essential Job Functions:**

- Hires and directly supervises Learning Center Coordinators and assists with hiring of part time youth program staff
- Assists in securing or providing staff coverage when there are vacancies or as needed
- Establishes and maintains on-going communication with coordinators, youth program staff, parents and local schools to assess and meet the needs of program participants
- Assists in development and implementation of youth program curriculum that is engaging for students
- Utilizes program quality assessment tools to regularly observe and provide feedback to staff on an on-going basis and provides training and professional development for improvement in these areas
- Ensures that learning center facilities are clean, orderly, and safe
- Assists in maintaining program budget

### **Training and Technical Assistance:**

- Ensures that program staff are maintaining accurate student enrollment files, program data and attendance in ETO database and conducts weekly/monthly audits
- Gathers and collects student data and other program measures for grant purposes
- Attends all required training, webinars, conference calls and meetings as requested

- Provides training and technical support to Learning Center Coordinators, youth program staff and data staff

**Program Quality and Evaluation:**

- Routinely conducts announced and unannounced site visits to programs to ensure compliance of program and grant requirements
- Oversight of the monitoring process which will include desk audits, site visits, running data reports and providing a project improvement plan as needed
- Maintains calendar of all department deadlines and assists program staff to adhere and ensures accurate and timely submission from all direct reports
- Assesses both program and personnel performance and develops professional training to address gaps or to enhance existing positive traits while fostering a train-the-trainer atmosphere.

**Other duties/responsibilities:**

- Assists in coordination of partners/vendors
- Mediates and facilitate effective resolution of conflicts in a timely fashion

**Minimum Qualifications:** (experience, education, credentials, language)

- Minimum - Bachelor's Degree in education or related field
- Strong communication, public relations and interpersonal skills
- Strong organization and time management skills
- Excellent written and verbal communication skills
- High degree of computer proficiency using Microsoft Office
- Preferred - Ability to communicate in native language(s) of program recipients

**Experience:**

- Three years of experience in an educational/OST or social work setting
- Supervisory experience of small to medium teams
- Experience in budget management, data collection, reporting and analysis
- Demonstrated competence in program development, marketing, implementation, and evaluation

Interested and qualified applicants should submit cover letter, resume, and three professional references to Marisela Montoya at [marisela.montoya@foundcom.org](mailto:marisela.montoya@foundcom.org)

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin*