

## **SCHOOL BASED PROGRAM MANAGER**

### **About Us**

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

### **About the Role**

The School-Based Program Manager must have the ability to motivate, and the passion to inspire others to deliver a model after school program for school age youth in grades K-12. The manager will oversee elementary literacy programs, middle school STEM programs and comprehensive high school programs that build self-esteem, achieves grade-level reading, increase the physical fitness, life skills, self-esteem, self-efficacy and familial engagement and academic success. At each program site, programming includes literacy activities, reading instruction, enrichment programs, leadership development, general academic support, homework assistance, family involvement, sports, health and STEM (science, technology, engineering, & math) and other enrichment activities.

The School-Based Program Manager must be an experienced and dynamic person able to motivate and support the site leadership and its operations, ensure compliance with complex government and foundation funding, as well as uphold all expectations of Girls Inc.'s role in after school collaboratives, whether as lead agency or subcontractor. The School-Based Program Manager will oversee school sites in Oakland and will be responsible for program replication and site start-ups as required. Above all, this person must have the ability to inspire staff to spark curiosity, creativity, and confidence in youth while ensuring improvements in academic outcomes.



## Job Summary

- Determine and oversee school site needs in the areas of quality programming, educational enrichment activities, staff development and youth development, trauma-informed and antiracist practices.
- Collaborate with school site leadership and administration, Oakland Unified School Districts, other community organizations, and agency staff to ensure quality after school programming.
- Innovatively plan and implement the successful operation and growth of sites through program replication and relationship development of schools.
- Identify appropriate strategies—such as training, consultation, coaching and planning sessions to meet the needs of specific program sites as well as cross-site training.
- Recruit, hire, train, supervise, and support Site Coordinators and Program Leaders to meet programming needs.
- Support and ensure training, supervision, coaching and consultation for Site Coordinators to handle difficult staff situations, youth conflict resolution, and challenging situations involving the schools.
- Assess needs for program development or revisions through process and outcome evaluations and work with Site Coordinators to develop site-specific plans to meet program outcomes.
- Prepare written qualitative and quantitative program reports and work with other Girls Inc. staff and/or consultants in implementing more extensive program evaluation.
- Work with Site Coordinators and their staff in developing, implementing and refining curriculum based on best practices and youth development, trauma-informed and antiracist principles.
- Work with Site Coordinators to develop and ensure quality community events and programming, and collaborate with community partners to enhance program delivery.
- Manage contracts and corresponding collaboratives at relevant school sites; comply with contract requirements for subcontractors at sites.
- Work in collaboration with the Grants, Evaluation and Finance Departments of Girls Inc. to manage administrative, fiscal, and contract management of the program and sites, including tracking participant demographics and academic progress, and preparing reports to funders.
- Manage program budgets.
- Work collaboratively with the Girls Inc. Literacy Specialist and support team to ensure quality delivery of literacy programming at the school sites.
- In conjunction with the Community Engagement Manager and Site Coordinators, train and support a strong and large cadre of program volunteers.
- Develop and manage community partnerships to enhance the Girls Inc. of Alameda County School-Based programs.
- Oversee and develop effective written and printed materials that promote and support programs.



- Participate in and/or lead staff meetings, trainings, and school site collaborative meetings and school district meetings/trainings as scheduled.
- Support site by substituting as a Program Coordinator or Program Leader, as needed
- Perform other duties as assigned.

## About You

- Significant knowledge and experience (minimum 3 years) in literacy development, youth development and/or after-school educational settings.
- Significant experience supervising staff (minimum of 3 years) and ability to coach Site Coordinators to support their staff.
- Knowledge and commitment to designing and managing gender responsive programs, and experience working in diverse, low-income communities and school settings.
- Proven experience working with and managing programs for k-12 youth, representing diverse cultures, ethnicities, languages and abilities.
- Experience in quantitative and qualitative program evaluation.
- A minimum of two years of experience overseeing governmental, foundation and/or federal funding.
- Ability to demonstrate a high level of cultural competency especially as related to incorporating diverse cultures, ethnicity, languages and abilities into delivery of programs, materials and communication.
- Ability to communicate effectively in all expected modes of communication with youth, teachers, co-workers, community partners, and volunteers.
- Experience working with families and supporting family involvement in their children's education.
- Experience in and enthusiasm for supporting volunteer involvement.
- Proficiency in MS Office suite applications
- Ability to bend, lift, move up to 15 lbs.
- Background clearance from the Department of Justice.
- Proof of TB test within the last three years
- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- B.A. degree or equivalent experience preferred



## What We Offer

- Compensation: Base \$70,000 - \$74,000 per annum
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

## Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at [www.girlsinc-alameda.org](http://www.girlsinc-alameda.org)

