



Peace Community Center (PCC) is a non-profit organization with a mission rooted in faith and located in the Hilltop neighborhood of Tacoma, WA. The mission of PCC is to support and encourage youth historically underrepresented in college to cultivate their academic and leadership talents so they can gain full access to educational opportunities and reach their full potential. As an organization, we are committed to academics and leadership; diversity, equity & inclusion; continual improvement and partnership.

POSITION SPECIFICATIONS

Title:	Senior Director of Education Programs
Location:	Tacoma, Washington
Reports To:	Executive Director
Status:	Full Time/Exempt
Salary Range:	\$70,000-\$75,000
Website:	www.peacecommunitycenter.org

POSITION SUMMARY

Peace Community Center offers a rewarding, fast-paced, collaborative, and diverse work environment where employees operate with passion to impact the academic and social-emotional development of scholars via a pathway model of educational programs. The Senior Director of Education leads the education division by implementing research-based and data-driven best practices that directly impacts the persistence of scholars through 2nd-12th grade and into college & careers of best fit. The ideal candidate will display a high commitment to excellence, maintain a strong belief that all students can achieve academically, operate with integrity and have demonstrated successes in managing teams to achieve organizational strategic goals and multiple grant objectives on a monthly, quarterly and annual basis.

PRIMARY ROLES AND RESPONSIBILITIES

Strategic Planning

- Contributes to the development of a 3-5 year strategic plan for the education division
- Identifies and contributes to a theory of change model that supports Peace Community Center's mission and vision
- Develops a strategic plan that strives for 80% or more of students in grades 2-12 to read on grade level, have a GPA of 3.0 or higher and have a completed 13th year plan upon graduation
- Identifies trends within education and employment, specifically in STEAM, and make program changes to ensure scholars are adequately prepared to access high demand fields

- Leads the development of a strategic plan that increases the organization's partnership with employers and internship or employment opportunities for 100% of graduating seniors
- Oversees the procurement of current and relevant curriculum that supports the organization's mission to improve students' academic and social-emotional growth
- Ensures division goals and objectives align with school district's goals and objectives
- Oversees program design throughout the academic year and summer programming
- Designs, develops and manages systems (such as student data and attendance), protocols, and procedures in order to maximize program efficiency
- Build authentic relationships with partnering schools to ensure program goals, community cultures and respective objectives align

Leadership

- Hires, supervises and develops a collaborative team culture for 7 direct reports that includes: (5) program managers, (1) family engagement coordinator and (1) USDA food coordinator
- Coaches and trains staff in management theory and practice
- Holds team to high expectations with accountability measures in place to ensure success
- Creates a culture where collaborative and reflective feedback is welcomed and valued
- Provides consistent feedback on staff performance and monitors growth
- Manages and drafts fiscal budgets for the education division and ensures on-track spending within each sub-division
- Submits monthly financial reports and approves monthly expenses for self and employees
- Identifies and leads bi-monthly professional development sessions for program managers and the education division at-large
- Ensures YPQA standards are implemented across all programs
- Implements and enforces organizational systems, policies and procedures
- Demonstrates sound experience in implementing required safety precautions for programming, field trips and events
- Oversees the USDA food program: ordering of USDA compliant food, reporting food counts and ensuring on-time food delivery for middle school and high school programs
- Serves as a member of the senior leadership team consisting of the Executive Director, Development Director, Director of Business Operations & Human Resources and Church & Center Office Coordinator
- Maintains strong partnerships with Tacoma Public Schools' principals, teachers, volunteers and families
- Reports to Peace Community Center's board of directors financial and division updates
- Completes action items as identified by grantors and maintain positive collaborative relationships with foundations and non-profit organizations
- Supports in the management of student discipline
- Attends community meetings as a representative of Peace Community Center
- Oversees the Family Engagement Coordinator and ensures family partnerships, events, survey responses and student attendance is meeting or exceeding organizational goals
- Develops a bi-weekly staff meeting agenda and sets an annual training schedule

- Provides leadership in the event of a direct report's absence

Grant Management

- Manages a portfolio of federal, state and foundation grants at various amounts of revenue and data reporting due dates
- Collaborates with external evaluators to set timelines for evaluations and meet deadlines for all grants
- Work closely with the Development Director to report short and long-term funding needs across the Education Division
- Work in alignment with the Development division to ensure timely submission of all data requests for grant reports
- Attend local and out-of-area directors meetings as identified by federal grantor

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

EXPERIENCE AND QUALIFICATIONS

- Master's degree in Education, Non-Profit Leadership, Teaching, Social Work or another closely related field
- 4+ years in non-profit youth development, teaching, TRiO program management, educational leadership or another closely related field
- Belief that all children and youth can learn and be leaders within their communities and society
- K-12 or post-secondary teaching experience is highly preferred
- Ability to connect and build rapport with youth, staff and families of diverse cultural, ethnic, socioeconomic, professional and religious backgrounds
- Effective strategic and critical thinking skills while being detailed orientated
- Familiarity with challenges and opportunities faced by students of color, first-generation college students, students impacted by poverty and/or trauma
- Ability to exercise strong personal initiative and independence to work effectively and sustainably
- Ability to work collaboratively with direct reports and senior leadership team
- Ability to adapt to new and rapidly changing situations
- Excellent written and interpersonal communication skills
- Working knowledge of Microsoft Office Suite and/or Google Apps

COMPENSATION & BENEFITS:

Compensation: This is a full-time (40 hours/week), exempt position with a pay range of \$70,000-\$75,000, depending on experience.

Benefits: Peace Community Center offers a highly-competitive benefits package.

- This position is eligible for medical, vision, and dental coverage (100% premiums are paid for employees and 50% for dependents);
- Generous sick, vacation, and holiday leave;
- 403(b) retirement plan with 3% employer contribution;
- \$500 in professional development funding annually (upon fund availability);
- Mileage reimbursement.

APPLICATION & TIMELINE

Application Deadline: The application will open Tuesday, July 21, 2020 and will be opened until filled. The start date for this position is September 1, 2020.

To apply, please submit a position-specific cover letter and resume via email to jobs@peacecommunitycenter.org. Email subject line should read: "Senior Director of Education Programs." Incomplete applications will not be considered. No phone calls please.

Finalists for this position must satisfactorily complete pre-employment background check. Peace Community Center is committed to being an anti-racist, multicultural organization. We do not discriminate on the basis of race, religion, sex, gender identity or expression, sexual orientation, age, immigration status, national origin, disability, veteran status, or any other characteristic protected by law.