



## Program Manager High School, College & Career

**Salary:** \$45,000 annually

**Location:** Tacoma, Washington (Open to Washington Residents Only)

**Requirements:** Applicants must be fully vaccinated against the COVID-19 virus upon hire

**Position Type:** Non Exempt, Full-time (40 hours/week)

**Reports To:** Director, Education Programs

**Department:** Education Programs, High School/College & Career

**Position Overview:** The High School, College & Career Program Manager is a full-time, non-exempt position responsible for supporting the development, implementation, and evaluation of Peace Community Center's (PCC) Hilltop Scholars high school and post-secondary programs. The Program Manager will lead the program elements in alignment with program strategy and end outcomes, helping ensure that students fully participate in the program and build academic and social-emotional skills essential to success in high school and beyond. There are three main components of the Program Manager role: program leadership; daily program management (after school and in summer); and building a strong culture of learning and community with students. The Program Manager will work in close partnership with the Senior Director of Education Programs and the program team at Peace Community Center. The Program Manager will specialize in day-to-day program management and student support.

**About Peace Community Center:** Peace Community Center's mission is to create transformational educational experiences for Hilltop youth and families of promise empowering future success in college, career, and community leadership. Rooted in the Hilltop neighborhood of Tacoma, Peace believes that education is an integral part of a strong community.

**Peace Community Center's Educational Programs:** Peace Community Center offers a pathway model of holistic services that supports the whole child of over 330 students annually in grades 2-12 to and through college and career. Our team provides scholars and families academic and social-emotional resources, enrichments and development resources to ensure scholars' academic and social-emotional development are positively impacted throughout their academic journey in school and home. In partnership with Tacoma Public Schools and students' families, our goal is for students to persist through a proven academic pathway model of success from elementary, middle to high school and graduate on-time to obtain a post-secondary degree, apprenticeship and employment opportunities of best fit.

To learn more about our programs and services, visit: [www.peacecommunitycenter.org](http://www.peacecommunitycenter.org).

**Anti-Racism Statement:** Peace Community Center is committed to confronting systemic racism and all forms of oppression to promote personal growth, social justice, and reconciliation.

**Faith Rootedness Statement:** Peace Lutheran Church birthed Peace Community Center out of faith and a deep commitment of love for the Hilltop neighborhood, gifted Peace Community Center to Tacoma, and continues to closely partner with Peace Community Center to serve Hilltop youth and families today.

## Primary Leadership Responsibilities

- Support Hilltop Scholars program development and improvement
- Oversee student enrollment, ensuring enrolled students meet the PCC target population; support recruitment marketing efforts
- Building connections with families, parents, and guardians of students and oversee additional staff to make those connections as well
- Take part in goal setting and carrying out action plans for program improvement
- Supervise Academic Coaches, Service Team members and serve as main point of contact and manager for program partners
- Lead weekly team meetings with core program staff
- Develop and maintain professional relationships with key program partners, which include: teachers and administrators, community partners, current, former, or potential Scholars students/families, and Peace Lutheran Church community
- Work with program staff in designing, developing and managing systems to highlight student achievements and build a strong culture centered on learning and social-emotional development
- Ensure accurate and consistent data collection in accordance with systems (such as student data and attendance), protocols, and procedures that maximize program efficiency
- Oversee program staff in drafting and publishing communication for staff, students and families
- Partner with the Senior Director of Education Programs and the program team to analyze program and student-level data in order to adjust student support/programming as needed
- Participate in budget process by helping set and adhering to program budget, and turning in reimbursement and credit card receipts on schedule
- Attend trainings and development as requested
- Participate in and oversee effective and efficient instruction that facilitates student growth in accordance with program learning goals and standards
- Develop and nurture a culture within the program that is safe and lives out Peace Community Center's values, builds community, encourages responsibility and excellence
- Coordinating a diverse portfolio of academic and enrichment partners and manage invoicing with PCC finance
- Bring solutions to Senior Director for improvement of systems and structures to improve program delivery and student outcomes
- Participate in the recruitment and selection of program staff including Academic Success Coaches, volunteers, teachers, and other part-time staff
- Oversee and implement a performance management process for all program staff

## **Daily High School Program Management**

- Oversee day-to-day programming for high school after school and during summer programs:
- Implement Hilltop Scholars program model with fidelity, including designing and coordinating daily/weekly/monthly/annual program activities and schedule
- Oversee program with a lens towards the YPQA model as a measure of success
- Problem-solving day-of student issues that arise in line with program procedures including following up with students and families; report back to Senior Program Director with major issues and support needed
- Build and maintain relationships with families
- Work with program staff to problem-solve student challenges aligned with program's system and procedures for Behavior Management and social-emotional regulation
- Communicate back to relevant program staff about decisions or support plans for students
- Build investment in prioritized program areas with enrichment partners, volunteers and Service Team staff through weekly team meetings, daily huddles and ongoing communication
- Ensure program space(s) has signage and postings that develop and support a strong culture rooted in student learning and student voice

## **Programing for College & Career**

- Weekly social media and cyber presence promoting opportunities and announcements
- Manage the book buying program and cyber purchase services
- Track contact information for students as well as post-secondary metrics
- Provide career & college exploration opportunities for all Scholar
- Develop relationships with college admission representatives, key departments at various schools throughout the state, scholarship partners
- Support coaches in assisting students with selecting colleges and finding internships/jobs
- Provide financial literacy & life-skill training/workshops to students
- Help coordinate volunteers that support post-secondary students
- Coordinate and implement curriculum for Summer Bridge program

## **Administration, and Special Projects**

- Participate in all staff and ongoing staff meetings
- Participate as a member of the organizational management team
- Participate in special projects and committees as requested and approved by supervisor
- Support development and fundraising activities, which includes but is not limited to: providing stories, connecting students/families with development team, participating in site visits, and supporting and inviting people to fund raising activities
- Participate in Peace Community Center board meetings, board activities as requested, as well as appropriate Peace Lutheran Church events

## Experience & Qualifications

- Strong candidates will be detail-oriented, approachable, and committed to learning the public school and post-secondary education systems. Successful candidates will be committed to diversity, inclusion, and developing cultural competence.
- BA Degree in Education, Social Work, Leadership or other closely related field
- Minimum: Three years working with youth in educational settings or youth development programs
- Demonstrated commitment to racial equity and personal understanding of racial and social justice work
- Demonstrated record of effective leadership through team building, empowerment and sharing leadership; project management; discerning best practice and future trends; and strong communication.
- Committed to the belief that all children and youth can learn and be successful contributors to and leaders of their community and society
- Ability to connect and build rapport with people (e.g. youth, staff, families, etc.) of diverse cultural, ethnic, socioeconomic, professional and faith backgrounds
- Strong critical thinking and problem-solving skills that sustain and facilitate sound decisions
  - Effective at coordinating details
  - Familiarity with challenges and opportunities for first-generation college students
  - Excellent written and interpersonal communication skills required
  - Ability to exercise strong personal initiative and independence
  - Ability to adapt to new and rapidly changing situations
  - Ability to work effectively in a team environment
  - Working knowledge of Microsoft Office Suit and/or Google Apps

## Compensation

**Salary:** Exempt, Full-time (40 hours/week) position with a pay of \$45,000.

**Benefits:** Generous personal leave and benefits package, including paid time off; health, vision, and dental insurance at 100% employer paid premiums for employees and 50% for dependents; and 403(b) retirement plan with 3% employer contribution.

**Application Process and Timeline** Please apply online by submitting your cover letter and resume in **a single PDF document** via email to [jobs@peacecommunitycenter.org](mailto:jobs@peacecommunitycenter.org). Please use the subject line "High School Program Manager." In your cover letter, please describe your interest in Peace Community Center and your qualifications for the position for which you are applying. Early applications are highly encouraged. **The priority application deadline is Monday, October 18th, 2021.**

Incomplete applications will not be considered. No phone calls please. Finalists for this position must satisfactorily complete a pre-employment background check, must be fully vaccinated against COVID-19 and be available to work in-person upon hire.

Qualified candidates will be interviewed on a rolling basis until the position is filled.

*Peace Community Center is committed to becoming 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.*