



Program Manager Job Description

Summary

Listen to Our Future Inc. is seeking a highly motivated and experienced individual to serve as the Program Manager. This individual will be responsible for overseeing and managing all aspects of our in-school tutoring program, including program development, staff management, partner relations, and program evaluation. The successful candidate will have a strong background in education, program management, and staff development.

Key Responsibilities

- Develop and implement comprehensive tutoring program policies and procedures
- Train and supervise Site Coordinators
- Establish clear expectations for Site Coordinator performance and behavior
- Develop and implement ongoing Site Coordinator evaluation and feedback systems
- Implement an ongoing professional development program for tutors
- Develop and maintain positive relationships with schools, community organizations, and other relevant stakeholders through frequent communication
- Develop and implement strategies to reach underrepresented communities
- Conduct ongoing program evaluations to assess program effectiveness and make improvements
- Utilize data to inform decision-making and program improvements
- Implement a comprehensive program evaluation plan
- Report on student data regularly and at the end of each term
- Make data-driven decisions and adjust program strategies accordingly
- Ensure that the program operates efficiently and effectively
- Collaborate with Site Coordinators to determine student needs, develop tutoring plans, and assess student progress.

Requirements

- Bachelor's degree in Education or a related field is preferred
- At least 2 years of experience in program management and staff development
- Strong leadership and communication skills
- Demonstrated ability to build and maintain positive relationships with stakeholders
- Ability to develop and implement comprehensive program policies and procedures
- Ability to develop and implement program evaluation plans
- Ability to make data-driven decisions and adjust program strategies accordingly
- Strong organizational and time management skills

This is a full-time position with competitive pay (\$17-20/hr). The successful candidate will be passionate about education and committed to improving the lives of students in our community.



If you meet the requirements and are interested in this opportunity, please submit your resume and cover letter for consideration.

Learning Outcomes

Communicator

- Listens Actively: Gather and evaluate staff feedback through 1:1 meets, student performance through data evaluation and survey responses, and program effectiveness through discussions with teachers and other stakeholders
- Evaluates Information: Evaluate data in order to identify areas for improvement and adjust program strategies accordingly
- Builds Relationships: Leads their team of Site Coordinators (SC), develops and maintains positive relationships with schools, community organizations, and other relevant stakeholders through regular site checks and community events
- Conveys Ideas Effectively: Trains new Site Coordinators and Tutors, establishes clear expectations for SC and Tutor performance, evaluate, display, and present end of semester data

Problem Solver

- Thinks Critically: Research and remain aware of current curricula, teaching methods, and industry trends, develop strategies to engage students, create effective lessons using limited resources
- Collaborates: Works with the Leadership team to identify goals and steer the organization in the direction of its mission, works with the SC team to identify strengths and weaknesses per site location, works with school administration fulfilling semester logistics.
- Analyzes, Synthesizes, & Evaluates: Address the effects of social issues per site location, collect testimonials to better understand the barriers against student literacy
- Perseveres: Participates in regular performance evaluations for self and others, resolve conflicts that may arise with the SC team, whether it be interpersonal, scheduling, or otherwise, attends professional development workshops catered toward improving youth worker wellness and diversity, equity, inclusion, and belonging in the organization

Innovator

- Investigates: Continuously review and present student data to inform decision making regarding lesson planning and progress using Google Sheets, participate in peer review of data sheets and ensure their accuracy
- Creates/Designs: Determine best presentation form for stakeholders' understanding of data, adjust programs to fit funding parameters, transfer skills and knowledge gained through professional development to practical use during the workday and onsite
- Confronts Challenges: Modify lessons to fit funding or assessment parameters, create software formulas and other effective data tracking methods, participates in the development of start up programs for the organization



- Makes Decisions: Designs and implements semesterly programming schedules and logistics, advocates for the organization as a leading provider of literacy enhancement affecting demonstrable improvement in the classroom setting

Community Contributor

- Builds Community: Plans and promotes community events regularly hosted by the organization, leads internal professional development workshops
- Respectfully Engages Own and Other Cultures: Attends professional development workshops catered toward improving youth worker wellness and diversity, equity, inclusion, and belonging in the organization, assist in organizing Parent In Touch day (a day for non-native English speakers to have a translator for teacher conferences)
- Behaves Ethically: reinforce the organization's core values and approaches to student consequences, attend professional development workshops that encourage self reflection and improvement, model good leadership styles for Site Coordinators
- Anticipates Consequences: Ability to pivot when necessary, such as site coverage or program enhancements, develop personal and professional development plans, plan ahead for academic breaks and upcoming semesters