



Family Resource Center Program Manager

Position Reports To: Director of Strategic Partnerships

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POSITION SUMMARY

The Program Manager at the Community Education Building (CEB) is responsible for the implementation of family and community wellness initiatives within CEB's Family Resource Center. This position will serve as the primary liaison between the CEB and identified community stakeholders. This is a full-time position with full benefits and parking.

PERSONAL TRAITS AND STRENGTHS

1. Excellent communication and people skills
2. Highly Organized
3. Self-Motivated
4. Ability to work effectively with partnering agencies, volunteers, parents, and school staff
5. Ability to think logically with excellent attention to detail
6. Service-oriented mindset
7. Team builder
8. Flexible
9. Ability to manage multiple tasks simultaneously to consistently meet timeframes and deadlines
10. Willing to assume responsibility without direct supervision and exercise sound judgment
11. Willing to work flexible hours when necessary and consistently on time

KEY ROLES AND RESPONSIBILITIES

The Family and Community Program Manager's key responsibilities include the following areas and may be changed at any time based on the needs and initiatives:

1. Work cross functionally to guide and monitor implementation of family and community wellness initiatives.
2. Manage Family Resources Team in both team and one-on-one settings to monitor progress toward achievement of team and individual goals.
3. Collaborate with colleagues within the organization to implement cross functional strategies and initiatives.
4. Serve as primary liaison with identified community stakeholders.
5. Work with the Director to maintain a current understanding of community needs, existing resources, goals, and stakeholders in the communities where our students and families live.
6. Support the development and implementation of a parent education curriculum that is responsive to parent needs and lead the stewardship of community partners supporting parent education initiatives.
7. Support the Director in the development and implementation of parent wellness and community leadership initiatives.
8. Supervise the development of, and recruitment of students and parents to serve on, student and parent advisory boards.
9. Participate directly in neighborhood and community collaboratives and initiatives on behalf of the CEB.
10. Assist the Director with the development and implementation of professional development and side-by-side coaching for FRC team members.



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11. Oversee the collection of, and monitor parent participation, engagement, and referral data.
12. Assist the Director with the development and implementation of strategies to partner with community-based organizations (CBOs), program providers, businesses and governmental agencies, and cultural institutions to further the work of CEB.
13. Serve as a liaison with Liaise with CBOS on behalf of the CEB.
14. Cultivate relationships with community leaders within the neighborhoods and communities where CEB students live.
15. Develop and Support the execution of FRC events.
16. Oversee the maintenance of the FRC database, support the preparation and compilation of reports, and respond to requests from information from Senior Management.
17. Conduct research as requested to remain current in trends in Family Resource Center development, illuminate best practices, development of goals and measures, and as needed to achieve the goals of the FRC.

QUALIFICATIONS

- Bachelor's Degree
- Project Management experience required
- Minimum 3 years' experience in similar positions or comparable training
- Highly proficient with Microsoft Office suite
- Must pass criminal background check
- Must have the ability and genuine interest to learn new systems and technologies
- Good reading comprehension
- Ability to get to and from work reliably
- Bilingual Spanish/English- Preferred

This position description is not intended to be all-inclusive, and the successful candidate should expect to perform related duties as assigned by the supervisor.

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Aryn Barreiro at abarreiro@cebde.org.