



## Employment Opportunity

**Position Title:** Program Manager  
**Position Type:** Full time, Regular, Exempt  
**Location:** Cleveland, Ohio

**Are you passionate about working for an organization that creates an environment for students to succeed? Do you have what it takes to lead a team of School Site Coordinators for a growing and dynamic non-profit organization that builds and nurtures school community relationships and delivers of services to students, parents, and school staff?**

Then, **Communities In Schools of Ohio** wants YOU! We're looking for a **Program Manager for the Cleveland, Ohio Region.**

### Why You'll Love Us!

- Making a difference in the lives of students since 1993, CIS of Ohio works IN schools to ensure students have the resources they need.
- We provide non-academic assistance helping with basic needs like healthcare, nutrition or clothing so young people are better prepared to learn.
- We work hard to help students achieve in areas including attendance, academics, behavior, and social-emotional learning.
- We provide one-on-one mentoring, instilling the confidence to succeed, the belief that education creates opportunity, and setting the expectation for success.
- We work across the community to identify and access resources to support students, families, and schools.
- We work to ensure children have a supportive home life, increase parent-school involvement, and help parents access the services they need.
- We help students build leadership and life skills, explore college, and career options, and understand how their education is connected to their financial future.
- We take students on college visits and link students to career experiences and internships.

### Key Position Functions

#### Supervisory:

- ***Secure, retain and manage site coordinators*** – Responsible for supervising, training and evaluating Site Coordinators based throughout Central Ohio. Provide consistent team oversight, feedback, mentoring, and support. Assist with recruiting and hiring of Site Coordinators.

- ***Provide leadership in the delivery of evidence-based services based on best practices and research*** – Provide ongoing support and technical assistance to Site Coordinator team to uphold expectations of all Site Coordinators and related Site Coordinator responsibilities.
- ***Supervise and review processes*** – Audit the completion of assigned duties of the Site Coordinators, including needs assessment, school support plan, service delivery, and evaluation. Monitor data collection and data entry for timeliness and accuracy. Respond to all performance concerns and engage supervisor as necessary to maintain high level of accountability to fulfill all site coordinator expectations.
- ***Site Coordinator support*** – Schedule staff meetings to share information, build collaborative culture, problem solve, and facilitate open and supportive communication. Manage Site Coordinator shadowing and mentoring throughout the school year. Maintain an events calendar and support volunteer engagement. Support Site Coordinator school events.
- ***Data and reporting oversight*** - Provide support and accountability to Site Coordinators data entry and reporting requirements to ensure data integrity, timeliness, and identify and support training needs.

**Program Management:**

- ***Support school partnerships*** – Develop and maintain relationships with principals and school staff to ensure CIS support through regular school visits.
- ***Serve as a contact for CIS data management system and additional data systems (as applicable)*** – Provide direct support to train, build strategies to track progress, and address concerns presented by Site Coordinators. Regularly spend time in CISDM to provide knowledgeable support and best practice options to others.
- ***Knowledge of the CIS Total Quality System (TQS) student support standards*** – Provide orientation and support for Site Coordinators and schools to implement the CIS model and integrate the site coordinator mission with fidelity.
- ***Assist in developing a data-driven decision-making culture*** – Ensure necessary and appropriate data is collected, regularly reviewed, and monitored to inform interventions and supports for students, schools, and families.
- ***Identify and Support community partnerships*** – Assist with developing, supporting, and tracking partnerships and collaborative relationships to support the site coordinator work and track in-kind services.
- ***Provide timely program updates, data reports, and overview of accomplishments*** to CIS leadership, board members, school personnel and community partners, and others as directed.
- ***School budget monitoring*** – *In partnership with the Fiscal Director* – Analyze budgets, monitor appropriate budget spending, support the purchase order and request process, order program supplies and resources, when applicable.

### **Administrative:**

- **Support the overall work, mission, vision, and collaborative culture of CIS of Ohio.** Participate in meetings, prepare reports and presentations as needed to support the work of the CIS board, committees, and day-to-day work. Participate in webinars, trainings and meetings as requested to ensure compliance with national directives and local priorities.
- **Analyze and compile data** for reports, grant proposals, and other uses as requested. Maintain data integrity.
- **Support the coordination of site visits** for board members, community partners, potential funders, and others to share the work of CIS directly and increase visibility.
- **Represent CIS** with a positive and professional image, attitude, and responses at all times in all written and verbal communication, and community events and meetings.

*The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential functions of the job and should not be considered as a detailed description of all the work requirements of the position.*

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience and high comfort level working with schools, students, families, school districts, community agencies and organizations, businesses, universities, and volunteers.
- Deep commitment to the well-being and educational success of all children by supporting the success of schools and families.
- Effective written and verbal communication skills.
- Proficiency with MS Office (Excel, Word, Power Point).
- Demonstrated ability to apply strong analytic and problem-solving skills.
- Possess the knowledge, skills and personal attributes needed by a management/leadership professional to support the operations and strategic direction of organization leadership and overall organization.

### **CORE COMPETENCIES:**

- Communicate and develop positive relationships within the CIS team at all levels, as well as with school personnel, businesses, funders, and other partners.
- Flexible, creative, open communicator, takes initiative, and fosters a welcoming and inclusive work environment.
- Involve, empower, support, and actively engage diverse site coordinator team.
- Consistently hold self and others accountable.
- Excellent verbal, written, and computer skills
- Organized, results-oriented, and committed to CIS mission.
- Works well as part of a team, is open to input and constructive feedback, maintains confidentiality, and consistently exhibits professionalism both within and outside of the organization.

- Demonstrates the attributes and qualities of positive collaboration and deliver excellent customer service both internally and externally.

**EDUCATION and REQUIREMENTS:**

- Bachelor's degree required.
- Youth development experience required (experience in a school setting preferred).
- Minimum 3 years of experience managing a team.
- Experience in program development, management, and supervision.
- Must have a valid driver's license, automobile insurance, and reliable/consistent transportation.

**TRAVEL:**

Regular travel to and from schools in Central Ohio. Additional travel to and from community events, meetings, and occasional out of town travel for conferences and meetings that may require overnight stays.

*Communities In Schools of Ohio is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. Communities In Schools prohibits harassment of applicants or employees based on any of these protected categories. CIS is a drug-free workplace.*

*To apply, please send cover letter and resume via email to:*

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