



## **Job Description** **Charleston Promise Neighborhood**

<b>Job Title</b>	<b>Education Initiatives Program Manager</b>
<b>Date</b>	May 21, 2013
<b>Reports to</b>	Director of Education Initiatives
<b>Status</b>	Full-time, regular, exempt

### **Overview of Organization**

The Charleston Promise Neighborhood is a progressive nonprofit organization inspired by the Harlem Children's Zone to create a seamless continuum of wrap-around prenatal-to-college services. Through collaborative, multi-year funding support from the cities of Charleston, North Charleston, Charleston County, the Charleston County School District (CCSD), and philanthropic investors, we have formed a unique comprehensive public/private partnership focused on improving parenting, education, employment, housing, healthcare and community revitalization in the 5.6 square mile area of Charleston County, South Carolina that straddles portions of the cities of Charleston and North Charleston. More information at [www.charlestonpromise.org](http://www.charlestonpromise.org).

In an effort to improve education outcomes for students in our Neighborhood and in partnership with the Charleston County School District, CCSD created the CPN Zone Learning Community consisting of Mary Ford Elementary, Chicora Elementary, James Simons Elementary, and Sanders-Clyde Elementary/Middle. This strategy provides a single laser-focus on dynamic resource allocations, focused leadership, and joint programming in our high-poverty elementary schools, which are at significant risk of continued under-performance. CPN's Director of Education Initiatives is also the Associate Superintendent at CCSD for the CPN Zone Learning Community.

### **Position Summary**

This position reports to the Director of Education Initiatives and is responsible for managing the programs, activities, meetings, committees and special events of the Education Initiatives Division, which currently include: Achieving Classroom Excellence (ACE), College Bound Quotient (CQ), and PD360. Data collection, research and evaluation will also be required. In addition, this position is responsible for assisting the CPN leadership team with overall planning, budgeting, program design and development, implementation, management, and monitoring to achieve desired outcomes for school based programs.

#### **Current Education Initiatives include:**

**ACE Incentives:** An incentive pay program for school staff that is based on observations, student improvement, and school-wide improvement.

**PD360:** Based on goals and observer feedback, educators will access personalized professional development through an on-line professional development resource library.

**College Bound Culture (CQ):** An environment that is steeped in college information including banners, classroom activities, college visits that will create and reinforce high expectations for students, teachers, and parents.

**Research & Evaluation:** CPN constantly researches and evaluates the above program areas for maximum impact.

### **Essential Functions**

1. Effectively develop, manage and conduct the planning and execution of meetings, committees, activities and special events related to programs.
2. Oversee logistics for school based programs.
3. Maintain and update records such as budgets and complex excel data files.
4. Participate in developing an overall marketing plan and budget for each program and/or event.
5. Ensure that all printed materials, presentations and communications reflect a high degree of professionalism, are completed on a timely basis, and are consistent with approved formats.
6. Exercise strong program management skills and serve as a contact for the learning community, focusing on customer service.

7. Coordinate the school based technology implementation of ThereNow cameras and PD360 online resource
8. Assist in the development and coordination of other programs as designated and advise/assist with CPN events and programs to ensure they are successful and budget goals are met.
9. Coordinate with Director of Programs to examine program data for research and evaluation purposes

### **Experience and Education**

Strategic thinker with sound technical skills, analytical ability, and good judgment; someone who is well-organized, and a team player who can relate to people at all levels of an organization and possesses excellent communication skills; self-starter to take initiative on projects with little direction; able to manage multiple projects while paying close attention to detail; ability to support data collection that will be used to demonstrate the success/failure of programs implemented with multiple partners; and,

- Bachelor's degree preferred or equivalent experience
- Three to five years' experience program management
- Ability to problem solve and work independently
- Knowledge of computer based systems such as Word, Excel, and Internet
- Excellent eye for detail and record keeping skills
- Excellent oral and written communication skills
- Experience with technology integration/tech savvy
- Experience with program research and evaluation
- Experience in education a plus

### **Licenses and/or Certifications required:**

- Current drivers' license, with current automobile liability insurance
- Criminal background check
- E-verify check

**Please email a compelling cover letter, résumé, salary requirements, and 3 professional references in one attachment with EDUCATION INITIATIVES PROGRAM MANAGER in the subject line to:**

[info@charlestonpromise.org](mailto:info@charlestonpromise.org)

**No phone calls please. Position listing closes 5:00PM June 14, 2013.**

Due to the high volume of applications, only those selected for further discussion will be contacted.