



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: Program Manager, Education	Reporting To: Director, United for Student Success
Department: United for Student Success	Position: Full-time/EXEMPT

Purpose of Position

The Program Manager holds a crucial role in advancing Orange County United Way's (OCUW) mission and the United for Students Success (U4SS) Initiative goals. This involves actively contributing to the systematic increase of the high school graduation rate to 95% among students from disadvantaged socio-economic backgrounds. The manager oversees the day-to-day administration of grant-related activities, with a specific focus on delivering college and career awareness and preparation services to a cohort of 7th-12th grade students in Orange County middle and high schools. Additionally, the role includes active participation in identifying and cultivating potential funding opportunities. Collaborating closely with the U4SS Executive Director and Director, the Education Programs Manager provides leadership by training, coaching, and managing staff. The position also requires a critical evaluation of grant outcomes and objectives to ensure the continued success and impact of the programs.

This is a one-year grant-funded position and is full-time (37.5 hours/week).

Key Duties and Responsibilities

The individual in this role will assume diverse responsibilities under the guidance of the U4SS Director, encompassing coaching, program management, and collaboration with other departments. The following key duties and responsibilities outline the core functions associated with this position, subject to adjustment at the discretion of the U4SS Director:

- Work collaboratively with the Business Development and Education Program Managers to deliver youth programming.
- Coach and support U4SS Program Specialist(s) and assist staff in executing program activities and events.
- Lead, implement, and manage Destination Graduation and Youth Career Connections programs and initiatives.
 - Coordinate program logistics, outreach, and evaluation efforts.
 - Assign, track and troubleshoot tasks to successfully meet deadlines and objectives.
 - Demonstrate an understanding and practice of the principles of positive youth development in program development and implementation.
- Work closely with the U4SS Executive Director and Director to refine Education Department programs, policies and processes (i.e., S.M.A.R.T objectives, evaluation plans, and grantee



scope of work).

- Provide support to the U4SS Team, various Initiatives including Destination Graduation and Youth Career Connections as necessary.
 - Manage meetings with various partners related to any of the educational initiatives.
 - Conduct presentations on educational initiatives to internal United Way staff, corporate partners, educational partners, students, parents, and teachers.
 - Oversee coordination of college interns, as necessary
 - Oversee the outreach and recruitment of volunteers into various educational initiatives.
 - Manage aspects of event planning and coordination of educational events on a quarterly basis.
 - Update corporate, education, and agency list of corporate partners on CRM software
 - Coordinate support for various U4SS Education Initiatives (i.e., corresponding sub-committees, campaigns, and special projects)
 - Participate in and provide strategic planning to the U4SS Leadership Committee with U4SS Directors
 - Coordinate U4SS meetings and follow-up tasks (i.e., lead communication and coordination efforts, compose and distribute meeting notes to committee members, respond to general U4SS inquiries, etc.)
- Develop and manage budgets for programs, ensuring efficient use of resources.
 - Maintain an accurate expense log, tracking expenditures and ensuring adherence to budgetary constraints.
- Provide support to outside vendors and contractors, as assigned.
- Attend relevant meetings, trainings, workshops, outside events, and organization-wide activities.
- Additional responsibilities and functions as assigned.

Core Competencies

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; working effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

- Achieving outcomes – Must be results-focused and able to demonstrate a history of meeting goals.
- Communications – Skilled interpersonal, oral and written communication skills.
- Leadership – Effective Leadership skills (e.g., providing a sense of trust, compassion, stability and hope) with a proven track record in managing broad-based efforts with a diverse set of stakeholders and partners.
- Relationship building – Experience in building and maintaining relationships with business, education, and community partnerships is critical.
- Organizational management – Excellent project management and organizational skills.
- Problem solving – Collaborative in planning, decision-making, and seeking various solutions to resolve issues.



- Management – Ability to work independently, yet is highly team oriented to support all programs. Ability to upwards as well as downwards manage team.

Job Requirements /Technical Knowledge

- Bachelor's degree in education, social work, communications or related field required; Master's degree preferred.
- 3+ years of experience in the field of student support programming, preferably including a combination of facilitator and administrative experience, in school and/or out-of-school time settings.
- 2+ years of experience working in a supervisory/management position strongly preferred.
- 2-3 years of experience with youth support programming, mentorship, and/or community outreach.
- Proven record of proficiency in writing skills.
- Demonstrated record in achieving results with low-income youth and teens.
- Proven experience in guiding the development of curricula by other educators.
- Familiarity with research-based approaches to hands-on, experiential, community-based, and/or project-based learning models, differentiated instruction, mixed-skill, and age grouping, culturally relevant teaching practices, formative assessment techniques, and working with English Language Learners and students who are striving learners.
- Understanding of and ability to meet performance-based outcomes.
- Ability to work on multiple projects with different objectives simultaneously.
- Reliable transportation in order to attend various meetings and events around Orange County.

Compensation

- Commensurate with experience, education, and market – \$68,640 – \$85,000; competitive benefits.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.



Send Resumes To:

recruiting@unitedwayoc.org

Orange County United Way

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