

Program Manager, Elementary Job Description

Position Overview:

Horizons for Youth relies on Program Managers to provide high-touch support for families. As the primary relationship manager, the Program Manager, Elementary is responsible for all aspects of the organization's relationship with the students, their parents, schools and teachers.

This Program Manager is responsible for managing a portfolio of **35-45 K-8th** grade students and their families. This will include regular communication with families, academic and social support, as well as developing and maintaining partnerships. The Program Manager, Elementary is a member of the program team collaborating to ensure high quality programming is being delivered for all students.

This is a full-time position (40 hours a week). Some evening and weekend hours are required (on average one Saturday a month and one evening per week). The position includes paid vacation, health, dental, and life insurance benefits, with 100% of employee premiums paid by Horizons for Youth

Primary Objectives & Related Responsibilities:

1. **Family Relations (40%):** Foster strong, trusting relationships with parents or guardians and work alongside families regarding successes and challenges, at home or in school.
 - Act as the primary case manager contact for Horizons for Youth parents in communicating programming events/requirements, resources and ensuring their fulfillment of the parent contract.
 - Refer families to opportunities for customized support and referrals.
 - Track family needs and demographic information in Salesforce database.
 - Assist in creation of budget and manage expenditures for owned programs.
 - Spear-head family recruitment and on-boarding seasonally
 - Contribute to program team communications (i.e. newsletters, etc.)

2. **Academic Monitoring and Social Support (50%):** Support student academic progress, monitoring and social-emotional well-being.
 - Communicate with each parent bi-monthly via phone, email, or in person for academic monitoring check-ins.
 - Track the progress of students in the Academic Tracker and Salesforce Database.
 - Collect report cards for students biannually and standardized test scores annually.
 - Participate in design and execution of academic support programs as needed
 - Collaborate with the Director of Academic Support Services to:
 - Identify students who would benefit from academic tutoring and/or counseling.
 - Assist the parent in signing-up and monitor progress.
 - Communicate with teachers of students who need academic interventions.
 - Support diverse learners throughout evaluation and service planning processes.

3. **Partnerships (10%):** Facilitate and leverage partnerships to support the academic and social growth of students.

- Mentoring Relationships
 - Monitor mentoring relationships via parent communication and observations.
 - Participate in related meetings and work to support and address any issues that arise.
- Enrichment Outings
 - Help develop and attend all monthly outings, alternating roles and responsibilities
 - Lead planning for Back to School Picnic (August 2022)
- School Relations:
 - Manage partnership school contacts, relationships, contract maintenance and processes
 - Contact partnership school contacts and teachers as applicable for student needs
- Develop and maintain a portfolio of partners aligned with assigned programs
- Contribute to the professional and resource development of teammates

Additional Responsibilities:

- Attend Board of Directors meetings as necessary according to agenda items.
- Help manage and attend special events and other development initiatives.
- Aid Development team in fundraising strategies by providing information on students/families and supporting requests for funding initiatives as needed.
- Other duties as assigned.

Requirements:

- Fully vaccinated
- Bachelor's degree; area of study in psychology, education or social work preferred.
- 3-5 years of work experience in teaching, counseling, social services, or nonprofit organizations with K-5th grade students and their parents.
- Strategic understanding of K-5th childhood development, needs and relationship with their parents.
- Excellent written and verbal communication skills.
- Proven ability to collaborate with diverse groups, stakeholders, employees, students and families
- Understanding of and commitment to the empowerment of families from low-income areas and diverse communities; cultural awareness and sensitivity
- Quality listening skills, empathy, and commitment to the Horizons for Youth mission.
- Considerable organizational, time management and interpersonal skills and personal initiative.
- Proficiency in Spanish and/or experience with Salesforce is a plus.

To apply for this opportunity, please [fill out this Google Form application](#). If you have a Google account, please sign in and upload your current resume. If you don't have an account, please send to meghan@horizons-for-youth.org.

Horizons for Youth is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Horizons for Youth does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Horizons for Youth is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.