



**El Programa Hispano Catolico: School Based Services
SUN Community Schools Program Manager**

Full-time: Exempt

Reports to: Executive Director of El Programa Hispano Catolico

POSITION SUMMARY:

The Schools Uniting Neighborhoods or SUN, Community School Program Manager is responsible for overseeing the SUN Community School Program consisting of seven sites in Gresham-Barlow SD, Reynolds, and David Douglas School Districts. The program manager will provide support and supervision to site managers and early childhood education school based staff. The Program manager is responsible for budget development and oversight for all SUN sites, agency and program reports, attend meetings such as county, community collaborative, and agency leadership and staff meetings. The Manager is responsible for building and maintaining relationships with community stakeholders and maintaining strong site and agency partnerships. The Manager will work with the Executive Director and Director of Program Development and Integration to identify funding opportunities and execute programmatic fundraising and strategies.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- In conjunction with the Executive Director develop vision and goals for the SUN Community Schools Program.
- Manage Program contracts. Responsible for assessing program for outcomes and outputs; develop work plans to ensure progress towards meeting program goals.
- Develop and manage program budgets for SUN Community Schools. Support site managers in spend down of allocated funds.
- Administrative responsibilities including vetting and approval of all programmatic expenditures. Consult with Finance department on a regular basis to ensure accurate expenditures.
- Work with Quality Assurance to develop and implement program evaluation measures and tools.
- Review Site Manager's budgets monthly to ensure program expenses are within budget limits.
- Review and approve the hiring of extended day instructors.
- Hire, train and provide continual support to SUN Site Managers and program assistants.
- Act as a liaison between SUN Sites, Fiscal, HR, and Payroll.
- Prepare monthly, quarterly and annual reports for programs, including Catholic Charities quarterly reports, county mid-year and end of year reports, grant reports and monitoring.
- Develop trainings to ensure staff's professional development.
- Develop program systems and structures; develop appropriate program tools, Memorandums Of Understanding or MOU's and partnership agreements.
- Develop and maintain relationships with school principals and key district staff through quarterly meetings to ensure school and program vision alignment.
- Develop relationships with key stakeholders of the SUN School communities.
- In collaboration with the SUN Site Manager, develop structure to improve parent and family involvement, student achievement and academic success.
- Oversee and manage details for the annual Back to School Fair.
- Conduct bi-weekly 1-1 meetings with Site Managers and conduct performance evaluation for staff. Monthly meetings with school principals.
- Attend county, community collaborative, and agency meetings. Attend county supervisor meetings for SUN and, Community supporting youth, QE, Bi-Weekly Senior Management, SUN monthly, and EPHC staff meetings.
- In conjunction with the Director of Program Development and Development Office, leverage funding opportunities for programs to include grants, community and business partnerships.

- Conduct team monthly meetings with Program staff.
- Adherence to El Programa Hispano Catolico policies and procedures.
- Perform other duties as assigned by EPHC supervisor.

QUALIFICATIONS:

- Must be bilingual (Spanish/English) and bi-culturally competent.
- Ability to communicate concisely and effectively, both verbally and in writing in Spanish and English.
- Bachelor's degree or equivalent experience preferred focusing on social science fields such as sociology, psychology, education, human services, and/or social work; or other related fields.
- Knowledge about the Education System and SUN program preferred.
- Minimum of two years experience providing social services and/or working with Latino clientele.
- Management experience in social services for a minimum of two years strongly preferred.
- Demonstrated experience in facilitating and delivering trainings and presentations.
- Experience and knowledge working with a broad range of issues affecting Latinos/Communities of Color in the community.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Advanced skills in Microsoft Office programs (including Word, Excel, Outlook and PowerPoint).
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Strong analytical and strategic problem solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics.
- Ability to maintain a flexible schedule as needed. Driving is required; some travel in the Gresham and Portland area. Valid driver's license and automobile insurance at agency-required levels (100/300/100).
- Successful completion of civil, criminal and/or motor vehicle background checks.
- Ability to support organizational and program specific mission and goals.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Please submit a cover letter and resume at: <https://ElPrograma.applicantpro.com>

EQUAL OPPORTUNITY EMPLOYER