



## UpValley Family Centers Education Program Manager

**Employment Type:** 1 FTE (40 hours/week); Exempt

**Salary:** competitive and based on experience

**Benefits:** Medical, dental and vision insurance, paid sick leave, vacation, holidays, 401k plan

**About UpValley Family Centers:** We aim to increase the skills, confidence and education of upvalley residents, boosting family and community resiliency and connectedness, and addressing social inequities. Created in 2014 from a merger between Calistoga Family Center and St. Helena Family Center, our mission is to provide guidance, support, and resources in the community, in the home and for the individual, so that everyone can achieve a better life. We reach community members of all ages and serve as essential resource hubs for residents living in northern Napa County. Our core strategies are to: increase access to resources up valley; work with partners to advance our goals; support people in times of crisis; and build capacity for leadership across generations. Our annual operating budget is \$2.3 million. Learn more at: [www.upvalleyfamilycenters.org](http://www.upvalleyfamilycenters.org).

UpValley Family Centers (UVFC) seeks an exceptional, results-oriented Education Program Manager to oversee our children, youth and schools programming. The Education Program Manager coordinates a range of activities including early childhood/family engagement programs and services that support students and their families' social and emotional wellness needs on K-12 campuses in Calistoga and St. Helena. The Program Manager serves as the lead staff for the *Calistoga Community Schools Initiative*, a collective impact, public-private partnership with a vision that every child will graduate high school ready for college and career. The Education Program Manager supervises program staff who provide direct services to children, teens and families, working closely with school administrators, funders and organizational partners. The Education Program Manager reports to UVFC's Program Director.

### RESPONSIBILITIES:

- Coordinate UVFC's and partner organizations' supplemental student and family activities that support children's academic success, including but not limited to kindergarten readiness services, mental health services, youth mentoring, tutoring volunteers, and leadership activities.
- Supervise UVFC's education program staff, including but not limited to kindergarten readiness, family engagement, student support services, mentoring and youth diversion. Provide program implementation guidance, support processes for program staff to collect and analyze program data, and facilitate learning processes for the Education Team and other UVFC Programs to understand the impact of services delivered in alignment with UVFC's Theory of Change.
- Monitor UVFC's education program budget and related grant/contract budgets; support program staff to work within program budgets, plan services and maximize resources.
- Lead the implementation of the Calistoga Community Schools Initiative's collective impact evaluation, working with external evaluators, school district staff and partner organizations to share and analyze data, develop reports, and facilitate learning on the impact of the Initiative.
- Support the development of youth leadership, parent engagement and family support throughout all Calistoga Community Schools Initiative efforts; help to institutionalize decision-making roles for parents and students.



- Develop and sustain partnerships with city and county services and non-profit agencies to provide supports and opportunities to students and families that meet their dynamic needs.
- Develop MOUs, facilitate partner meetings, multi-disciplinary meetings, planning sessions, joint work plans and conflict resolution processes.
- Supervise, support or provide programmatic direction to partner organizations' personnel according to agreements and MOUs.
- Work collaboratively with school and district administrators to integrate and align non-academic services with school priorities and increase accessibility of school campuses to parents, community members and students, including coordination of UVFC school-based services.
- Manage family engagement services and align with school goals, following grant guidelines and agreements with partners.
- Work collaboratively with school administrators, teachers, parents and youth to identify needs and to develop programming that is community responsive.
- Represent UVFC in public or partner meetings. Participate as needed on the school site council, English Language Advisory Committee, or other school leadership meetings.
- Assist with resource development, including grant proposal and report writing.
- Other duties as assigned.

#### **QUALIFICATIONS:**

An appropriate combination of education and experience to perform the essential duties is required. The ideal candidate will have:

- Experience in management/administration in a non-profit, education or human services setting.
- A high degree of cultural awareness and capacity in cross-cultural practices.
- Experience in collaborative meeting facilitation, problem solving and teambuilding.
- Supervision of diversely skilled workforce.
- Knowledge and appreciation of the challenges faced by educators and schools. Experience in school-based service delivery.
- Ability to use creativity in addressing challenges, and use mediation to attain win-win situations.
- Experience with data collection and evaluation of programs.
- Comfortable using the computer as tool to communicate, research, monitor programs.
- Fund development experience is preferred.
- Strong written and verbal communication skills. Bilingual in English and Spanish, preferred.
- Knowledge of Napa County is preferred.
- Bachelor's Degree or equivalent experience is required; Master's Degree preferred.

#### **OTHER DETAILS:**

Occasional weekend and evening work is anticipated. Must possess a valid driver's license and insurance. A fingerprint background check and TB test is required.

#### **APPLICATION PROCESS:**

Please submit a resume and thoughtful cover letter to: [ilopez@upvalleyfamilycenters.org](mailto:ilopez@upvalleyfamilycenters.org). Please no phone calls or walk-ins.

The UpValley Family Centers of Napa County is an equal opportunity employer.