



Director, Education Programs

Salary: \$65 - \$70,000 year depending educational background and professional experience

Location: Tacoma, Washington (Open to Washington Residents Only)

Requirements: Applicants must be fully vaccinated against the COVID-19 virus upon hire

Position Type: Exempt, Full-time (40 hours/week)

Reports To: Executive Director

About the Position: The Director of Education Programs ensures staff implement quality academic, social emotional learning and STEAM enrichment programming for the elementary, middle, high school and college & career programs. The Director will mentor, coach and inspire the education division to achieve organizational and strategic goals not limited to the following: targeted recruitment of 330 students annually; monitoring and tracking a variety of federal, City and foundation grants; assessing & evaluating after school program quality and making data-driven decisions that lead to academic rigor and students achieving a 3.0 or higher GPA; in addition to maintaining strong community partnerships. The Education department is composed of a diverse team of 3 program managers, 2 program assistants, 8 part-time academic success coaches, 2 full-time academic success coaches and 1 college and career coordinator. While the 3 program managers report directly to the Director of Education Programs, the director will oversee the strategic leadership of the entire education department. Candidates must demonstrate a commitment to diversity, inclusion, and cultural competence as a personal value and within the leadership of the development team's strategic goals.

About Peace Community Center: Peace Community Center's mission is to create transformational educational experiences for Hilltop youth and families of promise empowering future success in college, career, and community leadership. Rooted in the Hilltop neighborhood of Tacoma, Peace Community Center believes that education is an integral part of a strong community.

Peace Community Center's Educational Programs: Peace Community Center offers a pathway model of holistic services that supports the whole child of over 330 students annually in grades 2-12 to and through college and career. Our team provides scholars and families academic and social-emotional resources, enrichments and development resources to ensure scholars' academic and social-emotional development are positively impacted throughout their academic journey in school and home. In partnership with Tacoma Public Schools and students' families, our goal is for students to persist through a proven academic pathway model of success from elementary, middle to high school and graduate on-time to obtain a post-secondary degree, apprenticeship and or employment opportunities of best fit. To learn more about our programs and services, visit: www.peacecommunitycenter.org.

Anti-Racism Statement: Peace Community Center is committed to confronting systemic racism and all forms of oppression to promote personal growth, social justice, and reconciliation.

Faith Rootedness Statement: Peace Lutheran Church birthed Peace Community Center out of faith and a deep commitment of love for the Hilltop neighborhood, gifted Peace Community Center to Tacoma, and continues to closely partner with Peace Community Center to serve Hilltop youth and families today.

Primary Responsibilities

In partnership and collaboration with the Executive Director, the Director of Education Programs will track and monitor grant objectives, drive student recruitment efforts and assess program quality.

Strategic Planning

- Develops and implements a strategic plan that strives for 80% or more of students in grades 2-12 to read on grade level, have a GPA of 3.0 or higher and improve their academic performance
- Lead program managers in effective recruitment strategies to enroll 330 or more students in after school programming across elementary, middle, high school and the college and career program
- Designs, develops and manages systems (such as student data and attendance), protocols, and procedures in order to maximize program efficiency
- Oversees the procurement of current and relevant curriculum that supports the organization's mission to impact students' academic and social-emotional growth
- Ensures division goals and objectives align with school district's goals and objectives
- Evaluates and assess program outcomes
- Build authentic relationships with partnering schools to ensure program goals, community cultures and respective objectives align
- Strategically partner with businesses to provide professional networking & internships for the college and career program
- Ensures 100% of seniors have a completed 13th year plan upon graduation

Leadership

- Hires, supervises and develops a collaborative team culture for the education department
- Coaches and trains staff in management theory and practice
- Holds team to high expectations with accountability measures in place to ensure success
- Creates a culture where collaborative and reflective feedback is welcomed and valued
- Provides consistent feedback on staff performance and monitors growth
- Manages and drafts fiscal budgets for the education division and ensures on-track spending within each sub-division
- Submits monthly financial reports and approves monthly expenses for self and employees
- Identifies and leads bi-monthly professional development sessions for program managers and the education division at-large
- Ensures YPQA standards are implemented across all programs
- Implements and enforces organizational systems, policies and procedures
- Demonstrates sound experience in implementing required safety precautions for programming, field trips and events
- Maintains strong partnerships with Tacoma Public Schools' principals, teachers, volunteers and families
- Completes action items as identified by grantors and maintain positive collaborative relationships with foundations and non-profit organizations
- Supports in the management of student discipline
- Attends community meetings as a representative of Peace Community Center
- Ensures family partnerships, events, survey responses and student attendance is meeting or exceeding organizational goals
- Develops a bi-weekly staff meeting agenda and sets an annual training schedule
- Provides leadership in the event of a direct report's absence

Grant Management

- Manages a portfolio of federal, state and foundation grants at various amounts of revenue and data reporting due dates
- Collaborates with external evaluators to set timelines for evaluations and meet deadlines for all grants
- Work closely with the Development Director to report short and long-term funding needs across the Education Division
- Work in alignment with the Development division to ensure timely submission of all data requests for grant reports
- Attend local and out-of-area directors meetings as identified by federal grantor

Experience and Qualifications

- Master's degree in Education, Non-Profit Leadership, Teaching, Social Work or another closely related field
- 4+ years in non-profit youth development, teaching, TRiO program management, educational leadership or another closely related field
- Belief that all children and youth can learn and be leaders within their communities and society
- K-12 or post-secondary teaching experience is highly preferred
- Ability to connect and build rapport with youth, staff and families of diverse cultural, ethnic, socioeconomic, professional and religious backgrounds
- Effective strategic and critical thinking skills while being detailed orientated
- Familiarity with challenges and opportunities faced by students of color, first-generation college students, students impacted by poverty and/or trauma
- Ability to exercise strong personal initiative and independence to work effectively and sustainably
- Ability to work collaboratively with direct reports and senior leadership team
- Ability to adapt to new and rapidly changing situations
- Excellent written and interpersonal communication skills
- Working knowledge of Microsoft Office Suite and/or Google Apps

Compensation

Salary: Exempt, Full-time (40 hours/week) position with a pay of \$65-\$70,000, depending on education and professional experience.

Benefits: Generous personal leave and benefits package, including paid time off; health, vision, and dental insurance at 100% employer paid premiums for employees and 50% for dependents; and 403(b) retirement plan with 3% employer contribution.

Application Process and Timeline

Please apply online by submitting your cover letter and resume in **a single PDF document** via email to jobs@peacecommunitycenter.org. Please use the subject line "Director, Education Programs Application." In your cover letter, please describe your interest in Peace Community Center and your qualifications for the Director Education Programs position. Early applications are highly encouraged. **The priority application deadline is Monday, October 18th, 2021.**

Incomplete applications will not be considered. No phone calls please. Finalists for this position must satisfactorily complete a pre-employment background check, must be fully vaccinated against COVID-19 and be available to work in-person upon hire.

Qualified candidates will be interviewed on a rolling basis until the position is filled.

Peace Community Center is committed to becoming an anti-racist, multicultural organization. We do not discriminate on the basis of race, religion, sex, gender identity or expression, sexual orientation, age, immigration status, national origin, disability, veteran status, or any other characteristic protected by law.

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