



Employment Opportunity

Position Title: Program Manager (Central Ohio)
Position Type: Full time, Regular, Exempt
Location: Columbus, Ohio

Key Position Functions

Supervisory:

- **Oversee and develop Site Coordinators:** Take charge of supervising, training, and evaluating Site Coordinators across Central Ohio, ensuring they receive regular oversight, feedback, mentoring, and support. This includes assisting in their recruitment and hiring.
- **Lead with evidence-based practices:** Guide the Site Coordinator team in delivering services grounded in best practices and research, offering continuous support and technical advice to meet and maintain high standards.
- **Monitor and audit processes:** Check the completion and quality of Site Coordinators' tasks, such as needs assessments, support plans, service delivery, and evaluations. Keep an eye on data management for accuracy and promptness, addressing any performance issues and involving supervisors to uphold accountability.
- **Facilitate Site Coordinator teamwork:** Organize staff meetings to foster a team-oriented culture, share updates, address challenges, and encourage open communication. Implement shadowing and mentoring programs, maintain an event calendar, and enhance volunteer and school event support.
- **Ensure data quality and reporting:** Oversee Site Coordinators' data handling and reporting to guarantee data's accuracy and promptness, addressing any training needs to improve data management skills.

Program Management:

- **Foster school relationships:** Cultivate and sustain connections with principals and school staff, ensuring CIS's involvement through consistent school visits.
- **Act as the go-to for data systems:** Offer support and training on the CIS data management system and other relevant platforms, helping Site Coordinators track progress and resolve issues. Regularly engage with the CIS data management system to provide expert advice and best practices.
- **Implement CIS standards:** Guide Site Coordinators and schools in adopting the CIS model and adhering to the Total Quality System (TQS) student support standards with integrity.
- **Promote data-informed decisions:** Facilitate a culture where decisions are based on carefully collected and reviewed data to guide support for students, schools, and families.
- **Enhance community collaborations:** Support the creation and maintenance of community partnerships to bolster site coordinator efforts and document in-kind contributions.

- **Update stakeholders:** Deliver timely updates on program achievements, data insights, and progress to CIS leadership, board members, school staff, community partners, and other relevant parties as required.
- **Oversee school budgets:** Work alongside the Fiscal Director to review budgets, ensure proper expenditure, manage purchasing processes, and order necessary supplies and resources when needed.

Administrative:

- Contribute to CIS of Ohio's goals, culture, and vision by engaging in meetings, creating reports and presentations for board and committee support, and staying updated with webinars and training for compliance with national standards and local objectives.
- Gather, analyze, and manage data for reporting, grant applications, and other needs, ensuring accuracy and integrity.
- Organize site visits for stakeholders like board members, partners, and potential funders to showcase CIS's impact and enhance its profile.
- Uphold a positive and professional representation of CIS in all communications and during community events and meetings.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential functions of the job and should not be considered as a detailed description of all the work requirements of the position.

QUALIFICATIONS:

Successful candidates must be capable of fulfilling essential duties effectively. The qualifications include:

- Extensive experience and comfort in working with schools, students, families, school districts, community organizations, businesses, universities, and volunteers.
- A profound dedication to the welfare and academic achievement of all children, aiding the advancement of schools and families.
- Competency in Microsoft Office applications, including Excel, Word, and PowerPoint.
- Proven analytical and problem-solving skills.
- The requisite knowledge, skills, and attributes for a management or leadership role, contributing to the organization's operations and strategic goals.

CORE COMPETENCIES:

- Exhibits flexibility, creativity, openness in communication, proactivity, and nurtures an environment that is welcoming and champions inclusivity.
- Engages, empowers, supports, and actively involves a diverse team of site coordinators, promoting their development and participation.
- Maintains a high level of accountability for oneself and others, ensuring consistent adherence to standards and expectations.
- Possesses strong verbal, written, and digital proficiency, facilitating clear and impactful exchanges of information.
- Demonstrates organization, a focus on achieving results, and a deep commitment to the mission of CIS.
- Collaborates effectively within a team setting, welcomes constructive feedback, upholds confidentiality, and displays professionalism in all organizational dealings.

- Showcases the ability to work collaboratively, offering exceptional internal and external customer service, thereby enhancing the effectiveness and reach of CIS initiatives.

EDUCATION and REQUIREMENTS:

- Bachelor's degree required.
- Youth development experience required (experience in a school setting preferred).
- Minimum 3 years of experience managing a team.
- Experience in program development, management, and supervision.
- Must have a valid driver's license, automobile insurance, and reliable/consistent transportation.

TRAVEL:

Regular travel to and from schools in Central Ohio. Additional travel to and from community events, meetings, and occasional out of town travel for conferences and meetings that may require overnight stays.

Communities In Schools of Ohio is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. Communities In Schools prohibits harassment of applicants or employees based on any of these protected categories. CIS is a drug-free workplace.

To apply, please send cover letter and resume via email to:

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