



Organization

California Education Partners (Ed Partners) is a nonprofit organization based in San Francisco that supports leadership teams from district school systems across California in a process that allows them to learn from one another and address their common challenges in new and powerful ways, and, in doing so, to build a lasting culture of improvement. Ed Partners brings together leaders to innovate, improve and build internal capacity as learning organizations so they can serve all students well today and into the future. Ed Partners' role is to facilitate and empower educators to work together and learn from each other as they work to improve their effectiveness for the children they serve.

Opportunity

California Education Partners is seeking a collaborative and improvement minded leader and strong relationship builder. As it is poised to triple its impact over the next five years, Ed Partners is looking for someone who is eager to help guide districts through a collaborative improvement process while working closely with a small group of colleagues as part of a team.

The Program Manager will be committed to Ed Partners' organizational values, including the idea that traditional school districts can be important change agents, that the people within them are the experts on how to improve achievement for their students and that district leaders working collectively can learn from one another and solve problems in creative and impactful ways. S/he will have worked as a lead classroom educator and/or leader within an education-facing nonprofit or school organization and will be a seasoned professional with experience in group facilitation. Excellent communication skills are essential.

Job Description: Program Manager

Under the direction of an Ed Partners' Senior Partner or Director the Programs, Manager acts as the lead for one to two district to district collaborations.

Key Areas of Responsibility Include but are Not Limited To:

- **Meeting Support (In Person and Virtual):** Acts as lead for coordinating, planning and production of in person and virtual meetings and events in support of collaborations
- **Cross Organizational Support:** Acts as lead or assists with the development and maintenance of cross organizational tools and process to support the success of collaborations and to insure consistency org-wide, both in person and virtually.

Typical Duties:

- Based on organizational and collaboration theory and goals, manage meeting planning and logistics, both internal and external, including: agendas, materials, attendance, website updates, and serve as point of contact for outside partners
- Develop relationships within, and a deep understanding of, the districts being served in the collaboration
- Determine meeting & programmatic requirements, pre-work synthesis & post-meeting assessments as necessary
- Maintain program information, including users and contacts, meeting documentation (including video and photographs), program calendars and other relevant data

- Assist with development and analysis of program outcome data and surveys
- Use technologies to advance program goals
- Create and maintain online resources, including user and program specific information
- Serve on and/or lead one or more cross organizational teams or cross organizational projects
- Works with all Ed Partners' staff to support collaboration and internal program needs as they arise
- Represent the organization in multiple professional settings

**Duties and responsibilities may change. All California Education Partners employees are encouraged to be flexible and responsive to changes in scope of duties.*

QUALIFICATIONS

In order to fulfill these responsibilities, the ideal Program Manager will be:

- District level experience preferred
- Passionate about the mission and vision of the organization
- Able to plan from the participant's perspective, fostering an environment that encourages growth through working together by creating an inclusive space for conversation and mutual understanding.
- Able to coach others to learn from one another by helping individuals and teams define their own learning questions and by using tools and techniques that support others in reflecting on progress.
- Able to use the power of the written and spoken word, along with nonverbal communication to ensure mutual understanding
- Motivated by a mindset centered around improvement, innovation and creative problem solving.
- Focused on impact by helping define success criteria and measures of project success.
- Culturally competent and a self-reflective leader who understands the effects of race, class, ethnicity, income, and other issues of difference in our society and has personally worked in similar communities to those Ed Partners' districts serve.
- Confident and credible while exhibiting composure and humility even when under pressure.
- Dynamic and versatile, able to engage a variety of individuals and work in a clear, compelling, and authentic manner about the organization's vision and priorities.
- Must be legally authorized to work in the U.S.

COMPENSATION & BENEFITS

This position is full time, salaried position. Full time employees are eligible for the following benefits:

- Paid Time Off
- Medical, Dental, Vision – Fully Paid
- 401K – up to 6% match

TO APPLY

Please submit a resume and cover letter to jobs@caedpartners.org with the subject line, "Program Manager"

Please provide up to 3 letters of recommendation

No phone calls, please