

ROAD TO SUCCESS – PROGRAM MANAGER

JOB ANNOUNCEMENT

The San Antonio Education Partnership, a non-profit 501(C)(3) organization, seeks an experienced professional to serve as a Program Manager – Road to Success (R2S).

The Program Manager – Road to Success develops, manages, coordinates, and implements complex program activities and strategies in support of the college access and success efforts of the San Antonio Education Partnership (SAEP). Serves as the lead in the daily programming of Road to Success services to achieve program goals and objectives. Demonstrates SAEP core values of communication, integrity, excellence, respect, innovation, and teamwork.

The San Antonio Education Partnership

Since 1989, the underrepresented and underserved students in San Antonio have been given the opportunity and confidence by the San Antonio Education Partnership to experience the dream and success of attending and graduating from college. The San Antonio Education Partnership aims to close the college graduation gap for San Antonio by having its students graduate from high school, enroll in college, and earn a college degree and/or certificate.

Responsibilities

- Manage the R2S program in support of SAEP's mission and vision.
- Supervise a team of R2S Advisors while providing coaching and mentorship to team members.
- Manage and coordinate projects and activities between various organizational components, high schools/school districts, and R2S staff.
- Together with other Program Managers, develop and present college access and success training and professional development across all SAEP programs.
- Serve as lead on project coordination, developing plans, strategies, and timetables for programmed activities from initial development stages to actual implementation and management.
- Facilitate R2S team meetings; lead training for R2S Advisors on FERPA, sharing of student-related data, data collection, data privacy/security policies, data entry, reporting, etc.
- Provide technical support and training to district/school clients and all advising staff.
- Determine the most effective data collection methods, analyze data, prepare and present reports, and recommend data-informed programmatic modifications and/or develop new strategies based on data.
- Assist the Data Analyst with creating reports as needed for the Executive Director, Board of Directors, school districts, and donors.
- Assist in the review, interview, and hiring process of new R2S Advisor applicants.
- Serve as liaison between SAEP and district/high school administrative staff when needed; assist with compliance of MOUs on high school campuses.
- Represent SAEP to outside organizations and on college access or higher education councils/committees as needed.
- Maintain effective working relationships with staff, partners, and other program stakeholders.
- Serve as lead for all logistics of R2S events and projects; assign Advisors to events as needed.
- Coordinate multiple projects that will increase knowledge about college access and success for students, and help students transition from high school to college following graduation (Summer Melt).
- Ensure staff documents student participation in events, workshops, and advising sessions (data collection/entry).
- Interpret established policies, goals, and objectives.
- Work with a mindset of continual improvement.
- Partner closely with the Executive Director and Program Director in developing and implementing other related and organizational activities.
- Perform related duties and fulfills responsibilities as required.

Qualifications

- Bachelor's Degree from an accredited college or university with preferable course work in the Social Sciences/Services, Education, Public Administration, or a related field. Master's Degree preferred.
- Five (5) years of progressively responsible experience in Social Services, Education, Public Administration, College Access and Success, Higher Education, or a related field OR equivalent combination of education and experience.
- Knowledge of analytical methods, procedures, and practices.
- Knowledge of educational systems to include structures, operations, and procedures.
- Knowledge of project planning and management procedures, practices, and techniques.
- Knowledge of budget preparation and organizational procedures and directives.
- Knowledge of information-gathering techniques, procedures, and practices.
- Skill in operating a personal computer and utilizing Microsoft software and database software.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to collect and analyze complex data.
- Ability to prepare and conduct effective presentations.
- Ability to coordinate project activities with diverse groups and individuals.
- Ability to understand and complete outreach needs and to develop and revise project design to best meet established priorities.
- Ability to provide an effective service according to the project plan.
- Ability to exercise considerable individual judgment and initiative in conducting the necessary operations within the project.
- Ability to develop initiatives innovatively for effective resolution.
- Ability to establish and maintain working relationships with employees, management, partners, and the general public.
- Excellent analytical skills and problem-solving capacity.
- Ability to maintain a high level of confidentiality.
- Personal computer and network, various software packages, printer, fax machine, scanner, and other office equipment as needed.

Working Conditions

- Office hours: Monday through Friday, 8:00 AM – 5:00 PM, at 131 El Paso, St., San Antonio, TX
- This position may require evening and weekend hours.

Physical requirements

- Physical requirements include visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer keyboard and basic office equipment.
- Subject to sitting, standing, bending, twisting, and/or walking to perform the essential functions.

Direct Reports

- Road to Success (R2S) College Access and Success Advisors

To Apply

Qualified candidates should forward a letter of interest, a resume, and three references **by September 30, 2022**, to:

San Antonio Education Partnership
Attn: Rey Castilleja
131 El Paso
San Antonio, TX 78204
rcastilleja@saedpartnership.org

Salary: \$60,000 - \$75,000 + full time benefits to include health, dental, life, vacation leave, sick leave and retirement plans.

The San Antonio Education Partnership is an Equal Employment Opportunity for Employer