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Position Description

<u>Job title:</u> Programs Manager		
<u>Reports to:</u> Deputy Director	<u>FLSA status:</u> Exempt	<u>Full or part-time:</u> Full-time
<p><u>Summary:</u></p> <p>Edu-Futuro’s mission (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development, and parent engagement. Established in 1998, Edu-Futuro provides more than 5,000 services to thousands of children, youth, and adults annually.</p> <p>The Programs Manager (PM) is responsible for the successful planning, organizing, execution, evaluation, and reporting of all of the organization’s programs and activities;</p> <p>- Emerging Leaders Program (ELP) including Chronic Absenteeism, Parent Empowerment Services (PES), Case Management Services (CMS), Workforce Development Services (WDS), and other ongoing programs. The Programs Manager leads and tracks program activities described in the Edu-Futuro Strategic Plan, and Annual Implementation Plan, as agreed on approved grants and contracts. The PM oversees and ensures the correct execution of the annual organization’s budget as well as program budgets. The Programs Manager represents Edu-Futuro in the absence of the Deputy Director or as the Deputy Director’s representative when required.</p> <p>Edu-Futuro’s Programs Manager is a natural leader who is reliable, responsible, open, and flexible to change. Furthermore, the PM is responsible for creating, and sustaining professional relationships with school personnel, government officials, and experienced executives. The PM supports the Edu-Futuro team as needed, and interacts with parents of school-aged children, and immigrant families with different challenges and backgrounds. This is an overall position description; the position functions listed below are not all-inclusive.</p>		
Reports to: Deputy Director		
<u>Primary duties:</u>		
<p><i>Program Oversight and Management</i></p> <ul style="list-style-type: none"> • Plans implements, evaluates, and reports new and existing programs accordingly with approved grants. • In conjunction with Administration and Finance department plans, oversees the adequate execution of budgets. • Reviews and approves monthly programs and expenditure reports, following approved 		

administrative, human resources, and financial processes in place.

- Consistently supervises and supports program team leads, staff members, and AmeriCorps members' reports and activities.
- Supports the Deputy Director in developing job descriptions; recruiting and selecting candidates to fill vacant positions including new staff members three month probationary period evaluations
- Prepares and conducts appropriate oversight, performance improvement plans, and performance evaluations for staff members under his/her supervision.
- Directs program staff to collect and comply with data to document program performance and creates reports on a monthly or quarterly basis as required by the Board of Directors and/or grant/contract funders.
- Utilizes tracking software to maintain records of youth and adult participants' demographics, performance, and evaluations of Edu-Futuro programs.
- Implements evaluation strategies to monitor programs and staff performance and determine the need for improvements or corrective actions
- Discovers ways to enhance the efficiency and productivity of procedures and staff.
- Ensures program operations and activities adhere to legal guidelines and internal policies.
- Advises, informs, and coordinates with the Deputy Director on all programmatic activities.
- Collects and submits all regular staff time sheets to ensure timely monthly processing of payroll for the organization's staff.
- Works with the Deputy Director to manage the AmeriCorps Programs.
- Maintains relevant program records up-to-date.

Outreach and Resource Development

- Oversees and conducts advertising and outreach activities to attract new and repeat youth and parent 'clients' to accomplish Edu-Futuro's program enrollment goals.
- Recruits qualified AmeriCorps, program staff, and volunteers.
- Promotes the expansion of Edu-Futuro programs throughout Arlington, Fairfax, and Prince William Counties, and the City of Alexandria.
- Represents the organization at external meetings related to program activities on an as-needed basis, in consultation with the Deputy Director.
- Supports, and informs the development team about program goals and activities.
- Supports the Executive Director, Deputy Director, development team, and board fundraising team in grant application activities, and the annual gala.
- Supports the Executive Director, the Deputy Director, and the Board in fundraising events and activities.

Office Administration and Finance (When the Administration, Finance, and Operations Department is vacant these duties are shared with the Deputy Director, and other staff)

- Collects, and submits invoices to the Deputy Director for approval, and processes approved payments.
- Collects, Approves, and submits expenditure receipts for the Deputy Director for accounting and bookkeeping.
- Reviews and signs reimbursement requests to be approved by the Deputy Director.
- In coordination with the communications department, maintains and updates Edu-Futuro's website and social media outlets.
- Assists with creating program budgets.

Additional duties:

- Represents the organization when the Deputy Director or the Executive Director is not

available.

- Other duties as assigned.

Competencies needed:

Integrity

- Accurate and transparent in communication
- Share critical information accurately, openly, and voluntarily
- Focus relentlessly on continuous improvement
- Persevere through problems and difficulties to do the right thing
- Communicate pride and ownership of work
- Own both successes and mistakes

Initiative

- Take action that benefits the organization, staff, and beneficiaries, without waiting to be prompted
- Volunteer readily and seeks increased responsibilities
- Generate suggestions and innovative ideas
- Look for and take advantage of opportunities

Versatility

- Manage conflicting demands and priorities smoothly
- Adjust readily to changing priorities and conditions
- Move from decisions to action and results quickly and effectively
- Acquire and apply new ideas with ease and confidence

Teamwork

- Establish and maintain effective relations with staff, volunteers, beneficiaries, and stakeholders
- Work actively to resolve conflicts
- Respond appropriately to employee and/or co-worker concerns
- Leverage every opportunity to teach and learn

Results-oriented

- Understand and is sensitive to beneficiaries' challenges, needs, and strengths, and positively impact their lives towards self-sufficiency and prosperity.
- Work with a sense of urgency, determination, and purpose
- Make and keep clear agreements
- Exhibit the ability to learn and apply new skills
- Accountable for meeting and exceeding expectations
- Act in alignment with the organization's priorities

Leadership

- Actively acknowledge performance, that meets expectations, requires improvement, or exceeds expectations
- Delegate work appropriately
- Ensure that the team understands and is sensitive to beneficiaries' challenges, needs, and strengths
- Support team members while holding them accountable for positively impacting their lives towards self-sufficiency and prosperity, while accomplishing goals and outcomes

established in agreement with funders

- Provide appropriate and consistent feedback and follow-up
- Assist staff in meeting their professional development goals
- Stay within the allotted budget
- Participate in long-range plan development.

Qualifications required:

- Bachelor's degree;
- Superior written and verbal communication skills in English and Spanish;
- At least 6 to 8 years of experience working for nonprofit organizations;
- Demonstrated commitment and passion for the organization's mission and work.
- Knowledge of, and sensitivity towards, the challenges and opportunities that immigrants commonly face;
- Demonstrated ability to proactively organize, prioritize, manage time, problem-solve, and handle multiple tasks to meet competing deadlines; and
- Proficient working knowledge of Microsoft Office™ Suite and social media outlets.

Preferred Qualifications:

- Master's degree;
- Small business or small organization managerial experience;
- Experience providing direct social or educational services to youth and families;
- Experience with the Apricot database a plus; and
- Familiarity with the Northern Virginia region, particularly Arlington and Fairfax counties.

Equal Employment Opportunity

Edu-Futuro does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

How to Apply:

Send a cover letter, history of salary, and resume to Manuel Piñeros, Deputy Director, at deputydirector@edu-futuro.org with a copy to careers@edu-futuro.org. Upon receipt, additional application materials will be sent to eligible applicants. Applications will be accepted until the position is filled. Due to the high demand for applications, feedback regarding the application and interview process will not be provided to candidates who are *not* selected.

Revised: 03/25/2024