



Contract Position
Program Manager

Up to 32 hours per week, September 2022-June 2023

\$26-\$30 per hour

Do you believe all children need to be successful in reading and with the right support can be? We do too! As the Program Manager for our new Reading+Mentoring 4 Success program, you will work with staff to unlock the powerful resource of community volunteers as they make a positive difference for students, schools and everyone involved. You will help set students on a course to success now and in the future.

The Role

The Program Manager will oversee all three components of CCEF's Reading+Mentoring 4 Success program: Striving Reading Mentoring, Pleasure Reading Incentives and the Reading Closet initiatives, to increase student reading proficiency in our elementary schools. You will be responsible for working with school administrators to create the implementation plan for each school's program that meets program goals and ensuring successful program execution throughout the school year. You will manage the onsite program coordinators at each school as well as recruit and train volunteers.

For the current school year, we will be conducting a full-scale pilot of the Reading+Mentoring 4 Success program at two Title 1 elementary schools within Cabarrus County Schools (CCS) to boost student reading proficiency levels. We believe community support for reading coupled with volunteer mentoring and access to books can be powerful resources for students to achieve the critical milestone of reading proficiently by the end of third grade and beyond. You will be helping set students on a course to success now and in the future.

About the Organization: Cabarrus County Education Foundation

The Cabarrus County Education Foundation works to plant the seeds for our future workforce and create tomorrow's leaders. We support student achievement by funding innovative and creative learning opportunities for students, connecting our business community to transform student experiences, inspiring our educators to be their best, and building a community that supports and advocates for CCS. In our 21-year history, we have provided \$800,000+ to support student achievement in the district. Visit www.ccefnc.org for more information.

Position Responsibilities: Key responsibilities are:

- Plan and execute the successful implementation of the program
- Oversee onsite program coordinators
- Work with other key roles to support program implementation
- Collaborate with school administrators and staff
- Ensuring all "people" resources are sufficient to implement the program
- Recommend and implement program improvements

Tasks will include but are not limited to:

- Become an expert in the Reading+Mentoring 4 Success curriculum
- Recruit volunteers individually and facilitate volunteer recruitment efforts with CCEF Staff and Board members
- Serve as the lead liaison with school administrators regarding program implementation
- Develop, coordinate and deliver volunteer training
- Develop school implementation plans and calendars
- Communicate and collaborate with school administrators to ensure successful program implementation
- Oversee onsite program coordinators

This description is subject to change. A final description will be provided prior to selection.

- Hold quarterly meetings with school administrators for planning and gathering feedback
- Gather student assessment data
- Build a volunteer appreciation program for mentors
- Ensure all program support documentation is up to date
- Recommend and implement program improvements
- Prepare for program expansion the following year
- Other tasks as needed

Position Structure

The Program Manager will typically work up to 30-32 hours a week. Some hours will be designated for responsibilities at a school site within a school day schedule. Work location and hours for off-site work is at the discretion of the contractor. In this position, you will work independently most of the time.

You will be successful in this role if you:

- Have a strong belief that all students can learn and have the potential to reach reading proficiency
- Possess a natural ability to connect with people and strength in relationship-building skills
- Possess strong organizational skills and attention to detail
- Desire working with elementary-aged students
- Demonstrate an eagerness to train and manage volunteers
- Adapt to an ever-changing environment of serving in public schools, and are adaptable in both work style and work environment
- Take initiative and are a self-starter
- Are eager to build a new program
- Can problem-solve through challenges and failures
- Possess basic computer skills and/or willingness to learn programs including but not limited to: MS Office (Word, Excel, PowerPoint, Outlook, Teams), Google Office Suite, file sharing systems (Dropbox and Google Drive) and video-conferencing platforms (Zoom, MS Teams)

Bonus Points if you:

- Have a current or expired K-5 teaching license
- Have teaching or curriculum implementation experience
- Have experience in program development and/or program management
- Have experience recruiting and managing volunteers

To Apply: Submit the following documents at CCEF's website using the link:

- Resume – standard format including education, work and volunteer experience
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit

Hiring Timeline: The position will start as soon as qualified candidates are found and screened.

Commitment to Diversity: We believe that our differences make our team stronger and we also know that our students benefit from working with adults from all backgrounds. As an equal opportunity employer, Cabarrus County Education Foundation is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.