



PROGRAM MANAGER – HIGH SCHOOL SERVICES

JOB ANNOUNCEMENT

The San Antonio Education Partnership, a non-profit 501 (C) (3) organization, seeks an experienced professional to serve as the Program Manager for High School Services.

This position is responsible for developing, managing, coordinating and implementing complex program activities and strategies in support of the college access and success efforts of the San Antonio Education Partnership. The Program Manager will serve as lead in the daily programming to achieve program goals and objectives.

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 goal of the Education Partnership is 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

- Serve as lead for the San Antonio Education Partnership outreach program and as a member of the leadership team, in support of the mission and vision of the organization.
- Supervise team of college access advisors and coordinate projects and activities between high schools (including SAEP's 25 partner schools), school districts, higher education institutions, community-based organizations, governmental entities, private sector representatives and others.
- Identify effective data collection methods, analyze data, prepare and present reports, and recommend data-informed programmatic modifications.
- Provide leadership and direction for staff, develop a highly engaged workforce, and promote an environment of mutual respect, teamwork, and collaboration with a focus on results and in accordance with SAEP's policies and procedures.
- Create a workplace culture that is consistent with SAEP's mission, vision and values.
- Adopt an innovative approach to developing plans, strategies, and timetables for program activities from initial development to implementation, and evaluate program to ensure continuous improvement.
- Present to the SAEP board, partners, students, parents, community organizations, schools, etc. on the outreach program and its specific components, as needed.
- Work with the CFO to prepare program budget and maintain program expenditures.
- Maintain effective working relationships with staff, partner representatives and other program stakeholders through transparent and regular communication.
- Support the Executive Director by effectively promoting SAEP, building relationships with stakeholders, and advocating for the mission and work of the organization.
- Conduct annual performance evaluations of all direct reports, to include goal setting and measurable outcomes.
- Work with team to develop and implement data-driven, innovative, strategic enhancements to ensure continuous improvement of area/program.
- Perform related duties and fulfill responsibilities as required.

Qualifications

- Bachelor's Degree required, Master's Degree preferred. Degree(s) must be from an accredited college or university with preferable course work in the Social Sciences/Services, Education, Public Administration, or a related field.

- 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.
- Supervisory experience preferred.
- General knowledge of analytical methods, procedures, and practices.
- Knowledge of educational systems to include structures, operations, and procedures.
- Knowledge of project planning and management procedures and practices.
- Knowledge of budget preparation, oversight and management.
- 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 assess outreach needs and to develop and revise project design to best meet established priorities and client needs.
- Ability to exercise judgment and initiative in conducting the necessary operations within the project.
- Ability to establish and maintain working relationships with employees, team members, partners, clients and the general public.
- Excellent analytical skills and problem-solving capacity. Able to stay focused and organized.
- Ability to maintain a high level of confidentiality.

Working Conditions

- This position may require occasional 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 walking to perform the essential functions

Direct Reports

College Access and Success Advisors – Road to Success

To Apply

Qualified candidates should forward a letter of interest, a resume, and three references **by June 21, 2019** to:

**San Antonio Education Partnership
Attn: Lisa Cunningham
131 El Paso St.
San Antonio, TX 78204
lcunningham@saedpartnership.org
fax: 210.207.4766**

Salary is competitive and commensurate with qualifications and experience

The San Antonio Education Partnership is an Equal Employment Opportunity Employer