**Job Title:** At-Risk K-3 Attendance Project Program Manager

**Job Summary:** The Program Manager will be responsible for the management and supervision of the At-Risk K-3 Attendance Project. The Program Manager is responsible for improving student attendance for high-risk refugee students identified by Des Moines Public Schools. Daily responsibilities will include weekly home visits for a caseload of 30 families, coordination with interpreters, as well as providing strategies and assistance to parents to better understand the barriers to attendance. Program Manager will partner with DMPS and designated school counselors to share information and collaborate on best practices to serve students and families. Supervise program staff and volunteers. Ensures programmatic quality control and compliance. Reports directly to the Advocacy Director.

**Background:** Ethnic Minorities of Burma Advocacy and Resource Center is a grassroots organization founded by refugees from Burma in 2011, with the mission to help refugees expand their world of possibilities through advocacy, education, and community development. EMBARC was founded on the belief that sustainable change can only come from within a community that is empowered to help themselves. EMBARC serves refugee families in need, removes barriers, and builds leadership.

**RESPONSIBILITIES:**

* Weekly contacts with all active families in caseload with language and cultural support
* Monthly contacts with designated DMPS point person
* 60% of students in program will show improvement in attendance
* Monitor day-to-day operational activities; supervise and mentor program staff and volunteers
* Provide direct client assistance as needed; ensure crises are handled appropriately
* Develop curriculum for trainings and community workshops with relevant community partners
* Represent EMBARC at community events, meetings, and outreach/education events
* Cultivate community partnerships and community resources
* Create organizational infrastructure, processes, and procedures
* Develop annual feedback process and evaluation plans congruent with the objectives outlined in grant
* Analyze program data and implement changes to ensure continuous improvement
* Work closely with program funders, maintain accurate record-keeping systems, and complete required reports

**QUALIFICATIONS:**

* Bachelor’s degree (required in human services or social services related field, community development)
* 3 years program management and supervisory experience required, with relevant focus in social services/team management
* Excellent oral, written, and interpersonal communication skills
* Demonstrated ability to build partnerships and relate effectively with diverse constituents
* Independent thinker capable of multi-tasking and critically thinking to solve conflicts
* Superior organizational skills, including program/event planning and coordination and some financial management of grants
* Flexibility to travel and work occasional evenings/weekends

**SALARY/BENEFITS:**

* Salary range $36,000-$40,000, commensurate with experience
* Benefits include HSA, 401k, and flexible schedule

Send resume, cover letter, and contact information for 3 professional references to Amy@embarciowa.org

**Please submit your application no later than November 13, 2016.**