



Children and Family Urban Movement Early Childhood Education Program Manager Job Description

The mission of Children and Family Urban Movement is to create a community to support the potential of children youth, and families through educational success, healthy living , and community engagement.

| | |
|---------------------|---|
| Job Title: | Early Childhood Education Program Manager |
| Reports to: | Director of Programs |
| Supervises: | Early Childhood Education Program Coordinator |
| FLSA Status: | Full Time Exempt |
| Salary: | Commensurate with experience |

Primary Purpose and Function:

Advance the mission of CFUM through K-2 after school and summer break programs. Beginning in early 2016 CFUM will begin an expansion of The Haven afterschool program and Awesome Days summer break program. Initially, the Early Childhood Education Program Manager will have overall responsibility to plan, develop, and oversee the administration, implementation, monitoring, and evaluation of the expansion of CFUM programs for grades K-2, moving eventually to sustainability of the programs. The Program Manager will work closely with the Director of Programs, the K-5 Program Manager and staff to ensure consistent, excellent quality and positive, strategic impact across programs.

Reasonable Accommodation

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Duties and Responsibilities

- Ensure evidence-based program design and implementation is in accordance with the CFUM mission, values, and core program elements; and acknowledges community assets and addresses community needs in a manner that is consistent with best practice.
- Recruit, select, train, and evaluate staff members. Provide overall supervision and counsel for K-2 programming staff.
- Ensure staff engagement, support, and development assuring the implementation of CFUM programming goals and strategies.

- Establish, develop, and maintain relationships with parents, including communication regarding academic performance, program schedule and activities, and opportunities for parental involvement.
- Develop and maintain relationships with the partner school and community organizations.
- Support program-related grants, including compliance with grant requirements, reporting, and evaluation.
- Manage participant data.
- Monitor financial resources and manage program budgets.
- Integration of program with overall CFUM operations in the areas of:
 - Volunteer recruitment, management, and support
 - Communication, both internal and external
 - Resource development and management
 - Evaluation and strategic planning

Specific Experience/Knowledge/Skills Required:

- Degree in early childhood education from an accredited institution
- Knowledge of child development theory and best practice
- Experience supervising program design, development, and implementation
- Experience in implementing outcomes measurement systems
- Experience working in nonprofit organization preferred
- Excellent communication skills—both oral and written
- Outstanding organizational skills and the ability to meet deadlines
- Self-motivated and resourceful
- Ability to manage sensitive and confidential information with integrity
- Capacity to function both independently and as an engaged team member
- Proficiency in Microsoft Office applications, Outlook, and database management.

Physical Requirements

Risks found in the typical education setting, which is adequately lighted, heated and ventilated, e.g., safe use of equipment, avoiding trips and falls, observing fire regulations, etc. Typically, a combination of sitting, walking, standing, bending, is required to perform the work daily. Carrying light items such as papers, books to lifting items up to 25 pounds is required. No special physical demands are required to perform the work.

HOW TO APPLY:

Submit a cover letter and resume to:
 Children and Family Urban Movement
 Attn: Carmen Lampe Zeitler, Executive Director
 P.O. Box 41125
 Des Moines, IA 50311

Or email to:
carmen@cfum.org

CFUM is an Equal Opportunity Employer. Employment is based solely upon an individual's merit and qualifications directly related to the position. We do not discriminate on the basis of race, color, religion, national origin, ancestry, pregnancy status, sex, age, marital status, disability, medical condition, sexual orientation, gender identity, protected veteran or any other characteristics protected by law. We make all reasonable accommodations to meet the obligations set forth under the Americans with Disabilities Act (ADA) and state disability laws.