

## Youth Education Senior Manager

### About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants to best meet their unique needs—from putting food on the table, to becoming U.S. citizens, to learning English, to graduating from college, and gaining career-path employment. Because when we support immigrants, Marin becomes a place where everyone can live, learn, work, and succeed.

### Position Summary

The Youth Education Senior Manager reports to the Director of Education and Career, and is the first-line administrator responsible for the implementation, supervision, and evaluation of all University Prep activities and services, as well as other youth education programming. The Youth Education Senior Manager supervises all University Prep staff, tutors, and volunteers.

The Youth Education Senior Manager must be a passionate believer in the power of education to improve the lives of youth and their families. Successful candidates will use be data drive and have both a knowledge and practice of restorative and transformational justice.

### Essential Functions:

- Design and deliver a youth program that produces the desired student outcomes
- Design and monitor data systems that measure student and program progress and outcomes including a multi-tiered system of support, grades, gpas, assessments, attendance, student and parent surveys, etc.
- Select, train, schedule, supervise, support and evaluate paid staff, tutors, and volunteers
- Develop, plan and facilitate professional development and staff meetings
- Develop, select, and evaluate curriculum and instructional strategies
- Provide curriculum and instruction guidance for workshops, advisory and tutoring
- Develop, plan and facilitate restorative justice circles
- Oversee behavioral health support of student and staff
- Oversee each student/families college plan including entry requirements, application process, financial aid, and success factors for college completion
- Design and oversee implementation of student outreach strategy
- Plan and implement family/student enrollment
- Monitor parent permission forms and ensure legal safety and compliance
- Implement parent engagement strategies and facilitate parent meetings
- Plan and supervisor summer programming
- Provide input and program data for grant reports
- Develop new partnerships and grow existing partnerships
- Participate in team and agency meetings
- Use collaborative strategies to drive forward change needed to increase student outcomes
- Ability to work nights and occasional weekends based on program schedule

### **Other Responsibilities:**

- Other duties as assigned by supervisor

91 Larkspur Street  
San Rafael, CA 94901  
415.454.2640

[Canalalliance.org](http://Canalalliance.org)

### Education and Experience

- Bachelor's Degree in Education or a related field (Masters degree preferred)
- Minimum 5 years teaching experience
- Minimum 1 year administrative/leadership experience
- Experience working with low-income and/or immigrant communities
- Experience working in a college-readiness or afterschool program (preferred)

### Qualifications- Skills and Knowledge

- **Bilingual in Spanish/English**
- Demonstrated knowledge of program administration and curriculum and instruction
- Knowledge of minimum college entry requirements and college application process, and success factors for college completion
- Strong leadership and management skills
- Ability to focus on results and inspire staff to do the same
- Ability to think strategically and creatively
- Ability to analyze data and use data to guide program
- Excellent organizational skills
- Ability to effectively communicate both verbally and in writing
- Ability to establish cooperative working relationships with staff, families, tutors, and volunteers
- Ability to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively
- Ability to take initiative and go beyond expectations in the assignment, task, or job description without being asked
- High digital competency (Microsoft 365, Zoom, Remind, etc.)
- Ability to work with data systems (Salesforce)
- Reliable transportation needed

### **Compensation**

This is a full-time position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year, a voluntary vision plan and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are at least 10 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

### **Application Process**

Please email your resume and cover letter to [eschelle@cnpstaffing.com](mailto:eschelle@cnpstaffing.com). Only electronic applications will be accepted. (Keep it green!) Please indicate "Youth ED SR MGR – YOUR NAME" in the subject line of your email.

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