



Job Title: Education and Youth Manager
Program: Education and Youth
Schedule: Full time
Supervisor: Program Director

GENERAL DESCRIPTION

The Education and Youth Manager is responsible for the development, implementation, fiscal oversight and supervision of all aspects of the Afterschool, Summer Camp, and School Liaison programs. The Afterschool program provides challenging academic enrichment that extends school day learning in a meaningful and fun context. The Summer Camp program provides opportunities for youth development through a wide range of activities in literacy, arts, technology, athletics, and more. The School Liaison program provides parents with the tools to support their children in school.

KEY RESPONSIBILITIES

- Responsible for the organization, implementation, operation, assessment and evaluation of New American Pathways Afterschool, Summer Camp, and School Liaison Program.
- Directly supervise and evaluate Senior Coordinators and Data Specialist and provide training and guidance.
- In conjunction with the Senior Coordinators, evaluate Class Instructors as needed.
- Supervise and train Senior Coordinators in grant reporting and database management.
- Ensure that daily program operations are being properly coordinated and that all New American Pathways Program components are in compliance with state and agency standards.
- Recruit and hire Senior Coordinators, School Liaisons, Class Instructors, and AmeriCorps members.
- Ensure accountability for budget and program outcomes to program donors and maintain and submit up-to-date program files and reports.
- Oversee the maintenance and security of on-site program activities and help coordinate transportation for programs.
- Assist Development Department in preparing proposals and reports for program donors.
- Oversee the budget for the Education and Youth Department and review budget to ensure program goals are being met.
- Actively participate on the New American Pathways Managers team.

- Contribute to agency strategic planning and meeting strategic plan objectives.
- Identify and cultivate relationships with key personnel in schools and other refugee and social service agencies in the community related to youth programs.
- Report any suspected cases of child abuse and child neglect to Program Director or the Chief Executive Officer
- Prepare and supervise the submission of all required reports for the afterschool school sites in a timely manner and maintain accurate and updated records, forms, and files for the New American Pathways Youth Program.

SKILLS AND COMPETENCIES

- Bachelor's degree in Education or related field. Master's degree in a related field strongly preferred.
- A minimum of five years experience working with children and youth in a supervisory capacity.
- Sensitivity to all cultures, ethnicities, and religious backgrounds
- Excellent organizational, supervisory and interpersonal skills.
- Excellent written and verbal communication, as well as public speaking and presentation skills.
- Able to effectively advocate for refugees/immigrants.
- Proficient in Microsoft Office Software.
- Valid Georgia Driver's License and insured vehicle.
- Minimum 2 years experience working in a nonprofit or educational environment in a supervisory capacity.
- Elementary and middle school education experience and credentials preferred.
- Submit to criminal background check.

COMPENSATION

This is a full-time, salaried position with an annual salary range of \$38,000-\$47,000. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

To apply for this position, email your resume to careers@newamericanpathways.org indicating "Education & Youth Manager" in the subject line. No phone calls please.

New American Pathways is an Equal Opportunity Employer.