



beaconhouse
Where Learning Has A Home

JOB TITLE: Education Program Director
TEAM: Staff Leadership Team / Program Team
REPORTS TO (Title): CEO/Executive Director
SUPERVISES (Direct): Youth Development Mentors
DATE POSTED: September 15, 2021

Beacon House was founded in 1991 to provide children in Northeast Washington, DC's Edgewood neighborhood with a safe, nurturing, life expanding community in which to increase their academic achievement, discover their talents, and to grow into healthy adults who achieve their greatest potential. Our programs focus on closing the education achievement gap - and thus improving the economic trajectories - of children and youth ages 5-18 for whom generational poverty is most persistent. Beacon House is recognized as "One of the Best" nonprofits in Washington, DC by the Catalogue for Philanthropy: Greater Washington.

POSITION SUMMARY

The **Education Program Director** is part of Beacon House's leadership and reports to the CEO/Executive Director. This position is responsible for shaping and implementing the vision and strategy of Beacon House's Education Program, providing leadership to Beacon House's afterschool program staff and volunteers, and working toward the broader goal of developing youth in line with our mission and theory of change.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizational Management and Leadership

- Participate in the overall management of Beacon House as a member of its five-person leadership team
- Contribute positively to overall organizational culture and model Beacon House's values (Community, Flexibility, Saving and Changing Student Lives, Students First, and Trust)
- Communicate effectively to motivate and develop high-performing teams

Program Development and Management

- Identify/evaluate/select and/or design new and innovative Education Program offerings and curricula for Beacon House's various student groups (elementary/middle/high school)
- Design, implement and/or oversee current tutoring programs/partnerships and implement strategies to maximize opportunities for students in need of additional support to benefit from these programs
- Create operational workplans based on program objectives that support established organizational goals for expanding youth educational outcomes
- Assist with maintaining structure and protocols during after-school hours
- Interact with students to ensure they are engaged in appropriate activities, and support them in achieving developmental, academic, and personal goals
- Assist with and organize weekend program activities and coverage when necessary

Staff Management, Training, and Coaching

- Recruit, supervise and evaluate up to eight youth development mentors and a program coordinator
- Train staff to facilitate engaging program activities and discussions
- Develop robust staff development plan to build on the strengths and skills of staff and support Beacon House's program quality and impact goals
- Identify, coordinate and support staff professional development opportunities
- Recruit, orient, and manage volunteers to support education programming

Family, School, and Partnership Engagement

- Build strong relationships with program participants, parents, and Edgewood community partners
- Collaborate effectively with staff to resolve problems involving students and parents

- Initiate and/or coordinate communications and family meetings as needed to inform parents of attendance, behavior, and other program-related issues
- Build partnerships with schools, teachers, principals, and other administrators to ensure programming is aligned and complementary to school day learning
- Build and grow programmatic partnerships to fully address Education Program priorities and student needs and to fully leverage the resources and expertise of partner organizations

Program Monitoring and Evaluation

- Work with staff and Beacon House research partners on the development and administration of measurement and evaluation tools
- Assess program quality as part of an ongoing process, and make adjustments where necessary
- Collaborate with Beacon House staff and partner school staff to ensure that Beacon House is gathering, organizing and tracking participant attendance and program data
- Assess participation and develop interventions as needed for groups and individual youth
- Monitor participant engagement and learning and adjust program activities accordingly

Budget Management, Grants Management, and Reporting

- Manage grants and contracts in collaboration with the Director of Development, the Director of Operations, and the CEO/Executive Director
- Develop qualitative and quantitative reporting on programmatic outcomes and activities for funders
- Manage and track expenses for programs and grants to stay within budgets

CRITICAL KNOWLEDGE, SKILLS AND ABILITIES, REQUIRED

- Record of success in efforts to improve education outcomes for low-income Black and Brown students; deeply invested in strengthening educational outcomes for youth
- Demonstrated program and curriculum development/innovation knowledge and experience
- Outstanding problem-solving skills, with proven ability to navigate multiple opinions, provide cohesion to different perspectives, and collaborate with others to identify and implement effective solutions
- Demonstrated ability to build and manage relationships with diverse people and stakeholder groups
- Excellent communications and listening skills
- Qualities of maturity, humility, strong work ethic, and a roll-up-my-sleeves attitude
- Ability to juggle multiple demands, manage shifting priorities, and negotiate timelines
- Experience in community building, mentoring programs and youth development
- Experience directly managing staff and volunteers successfully
- Believes that learning can and should be fun
- Utmost discretion, personal integrity and professionalism

NECESSARY JOB TRAINING

- Bachelor's degree in related field (Education, Social Work, Human Services). Master's degree preferred

OTHER DESIRED QUALIFICATIONS AND ATTRIBUTES

- Ability to work independently and as a team player
- Demonstrates warmth and good humor when working with individuals
- Flexibility, creativity and the ability to thrive in an evolving environment
- Strong collaborative skills and self-motivation
- Spanish language proficiency

TO APPLY

Candidates should send resume, cover letter, and brief writing sample to jobs@beaconhousedc.org

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.