Job Description: Program Manager

Parent Teacher Home Visits (PTHV) is a national nonprofit that helps teachers and parents build trust via our unique model of relationship-building home visits. This trust translates into strong parent-teacher partnerships, better school attendance, and improved academic outcomes for children. Our grassroots network has grown rapidly, with more than 600 school communities in 28 states and Washington, DC, using our evidence-based model of student, family, and teacher engagement.

With this track record, PTHV is poised to scale its work nationally, deepen the support and resources it provides to schools and school districts, and shape the broader field of family and community engagement in education. Central to this future is a commitment to equitable educational outcomes for children across the United States.

The Program Manager will play a critical role in shaping this future and will have primary responsibility for day-to-day management and implementation of special programs. The Program Manager will report to the Program Director, be part of a strong staff team, and adapt to needs emerging from changing landscapes. Candidates must have demonstrated experience working with schools with high rates of poverty and predominately students of color, and in family and community engagement in public education, Pre-K–12 classroom teaching, curriculum/program development, and/or education access and equity issues.

Primary Responsibilities

- **Program Management** – Organize programs and activities in accordance with PTHV’s mission and goals. Create tools and resources to support partner educators, schools, and school districts to promote fidelity of the PTHV model.
- **Program Implementation** – Work with PTHV team members to ensure high quality, timely, and consistent delivery of training and other programs. Conduct PTHV training and support sessions as part of a certified national training team.
- **Community Partnerships** – Effectively work with community partners in collaborative efforts that promote the interests of PTHV and the field of family and community engagement. Ensure that PTHV and its mission, trainings, programs, products, and services are consistently, credibly, and compellingly presented.
- **Other Duties as Required**

Required Qualifications:

- Minimum of 3 years successful experience in program management in the field of family and community engagement in Pre-K through 12th grade public education or parent organizing
- A bachelor’s degree in education, social sciences, or related field or commensurate experience
• Ability to travel long distance roughly six times per year
• Demonstrated commitment to equitable educational outcomes for students across the U.S., particularly for the most vulnerable children
• Must believe in the PTHV mission and have a clear commitment to building a family and community engagement organization of national stature, and have a thorough understanding of the current U.S. educational landscape

Preferred Qualifications:
• Minimum of 2 years PTHV home visiting experience
• Minimum of 2 years of experience working in or supporting community schools
• An advanced degree in education, social sciences, or related field
• Fluency in more than one language

Skills and Competencies:
• Excellent communication skills, including interpersonal communication as well as writing, editing, and grammatical skills
• Efficient and highly organized project- and time-management skills and ability to get results in a fast-paced environment while juggling multiple priorities
• Ability to work in partnership with educational and community leaders in order to propose, implement, and evaluate programs/interventions that impact school communities
• A team player who displays initiative and innovation in approaching projects and tasks, and is eager to work with a highly-productive staff team to accomplish results
• Excellent training, facilitation, and oral presentation skills for groups comprised of diverse organizations and individuals, integrating knowledge of adult learning theory and practice
• Highly skilled in the use of cloud-based applications, including Microsoft Office, Salesforce, Zoom, and Google
• Familiarity with current theory and practice on racial and other forms of equity, particularly in Pre-K through 12th grade public education settings

Salary and Benefits:
The salary range for the Program Manager is $55,000-$65,000 per year, commensurate with experience. PTHV also offers a competitive benefits package. PTHV values work-life balance and offers flexible work hours.

Location: The Program Manager will have the option to work remotely from anywhere in the U.S.

To Apply:
Send an email to careers@pthvp.org with the following attachments in PDF format:
• Cover letter explaining your interest in and qualifications for PTHV’s work and the Program Manager position, and your commitment to equitable outcomes for the most vulnerable children.
• Resume highlighting the experience that has prepared you for this role.

Deadline to apply: Friday, June 17, 2022, at 5:00 pm Pacific Time