

Implementation Manager – Family Partnership:

Flint Center for Educational Excellence

Exemption Status: Full-time, Exempt—Salaried (grant-funded position)

Position Summary

The Implementation Manager for Family Partnerships (Manager) supports the Flint Center for Educational Excellence’s (the Center) mission of building a community that works for all Flint kids by integrating two-generational intensive family supports using a strengths-based, racial equity lens to ensure every Flint kids has a champion for their educational success. With a primary focus on the Flint Parent Collaborative (the Collaborative), the Manager will elevate parents’ and caregivers’ personal transformation by elevating pathways to literacy and workforce development, and actualizing their aspirations for their children.

Reporting to the Director of Community Education & Out-of-School Time Learning with support from the Executive Director, the Manager will support developing an initial framework for the Collaborative, including operating norms, membership structure, and additional administrative needs. As part of a four-person team, the Manager will coordinate with site leaders to integrate and implement two-generational programs, policies, and procedures into site-based programs. To this end, the Manager will also coordinate with the Research & Evaluation Manager and technical assistance providers to evaluate the effectiveness of the Collaborative and associated initiatives, including examining families’ growth toward their goals through data analysis and recommending changes to demonstrate and improve the Collaborative’s impact on Flint kids’ families. This position requires flexible, non-traditional work hours and is contingent upon continued grant funding.

About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center’s growth and development as a high-performing organization.

Major Responsibilities & Key Tasks

Family Partnership

- Promote a culture of authentic family partnership, engaging parents and caregivers as experts and equal partners in educating Flint kids;
- Provide leadership and support to site teams in the areas of family support, advocacy, community partnerships, and parents engagement;
- Research and provide resources and activities for families on current and relevant topics;

Collaborative Planning & Program Alignment

- Co-develop a framework for the Collaborative, including additional staff capacity needed to operationalize the framework;

- Convene a coalition of parents to develop an advocacy agenda and action plan;
- Coordinate with the Director of Community Education & Out-of-School Time Learning to steer the Collaborative toward the achievement of its objectives and goals;
- Coordinate with technical assistance providers to support the development and implementation of work plans and progress reports in collaboration with parents;
- Coordinate with Implementation Managers and site staff to align expanded learning opportunities and comprehensive support services through a comprehensive two-generational framework;
- Provide training and technical assistance to ensure effective alignment and integration of the Center’s educational services, programs, and activities with the Collaborative’s action plan and/or advocacy agenda;
- Work flexible hours and/or be on-call from early morning until 7pm;

Evaluation, Data Monitoring, and Continuous Improvement

- Develop progress briefs based on milestones and achievements of the Collaborative
- Evaluate progress toward the Collaborative’s action plan and advocacy agenda in partnership with the Research & Evaluation Manager, Local Evaluation Partners (LEP), and External Relations Manager;
- Assist with project evaluation, including data collection, analysis, and reporting.
- Compile regular reports reflecting all activities, participation, or other data as needed.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Minimum Qualifications

- Bachelor’s degree or a relevant mix of education and work experience in social work, family support services, or human services;
- Master’s degree in education, social services administration, or related field preferred.
- Minimum 5 years of successful experience working in schools or education-related programs, or similar experience in organizational planning and supervision of activities based on the needs of families with young children.
- CPR & First Aid certifications, or ability to certify upon hire;
- Ability to effectively interact and collaborate with educators, parents, and Flint kids;
- Satisfactory criminal background check and unprofessional conduct check

Required Skills & Abilities

- Knowledge of principles related to the development of youth between ages 5-18 and their families;
- Strong organizational, communication, and interpersonal skills

Compensation & Benefits

- Salary range: \$70,000-\$80,000 per year based on education and experience

- Competitive benefits package including 401(k), health, vision, and dental benefits