Beacon Director - Cesar Chavez Elementary School

JOB DESCRIPTION

Starting Salary: $66,000-$70,000 with full Health, Dental, Vision, Life Insurance and 403B retirement savings plan.
This is a Full-Time Exempt, Salaried Position

Deadline: Position open until filled.

ORGANIZATION DESCRIPTION

Since 1971, Jamestown Community Center has been providing learning opportunities and safe spaces for low-income youth in San Francisco’s Mission District. Our youth represent the low-income, racially and ethnically diverse community in which they live and attend school. Our strategy is to serve a core group of neighborhood youth with multiple, high-impact programs as they grow through a full range of programs designed to help them transition from children into confident young adults. For over 25 years, Loco Bloco has promoted San Francisco youth’s healthy transition into adulthood by engaging them in the creation and performance of music, dance, and theater rooted in Afro-Latino traditions. Loco Bloco encourages its youth to use multicultural art forms as a tool for their own empowerment and as a catalyst to help them overcome discrimination and bring about change in their communities.

Jamestown Community Center and Loco Bloco merged in 2018. Both youth development organizations had long established track records of providing enriching, high-quality programming to youth. We believed that our shared commitment to youth development, our shared love for the Mission community, our shared experience in developing leadership among low-income youth and families, the excellence Loco Bloco brings to arts programming and performance, and the expertise Jamestown brings to academic enrichment, sports and youth development, coupled with our long history of mutual collaboration can result in a better, stronger, more efficient and sustainable organization made up of Loco Bloco and Jamestown.

Programs now include Arts instruction, performance and production educational enrichment, academic tutoring, sports, leadership development, employment, counseling, and parent programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people’s resilience as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults. Our work focuses on the innate assets of youth to develop their leadership and ability to challenge discrimination and oppression and to bring about change in their communities.

The San Francisco Beacon Initiative (SFBI) is a citywide partnership launched by the Department of Children, Youth and Their Families (DCYF), the San Francisco Unified School District (SFUSD), private funders led by The Evelyn & Walter Haas Jr. Fund, and local community-based organizations (CBOs) in 1994. Each Beacon is developed by partnerships of existing community organizations (schools, service agencies, youth, parents and other community stakeholders) and managed by a lead agency, in collaboration with the school site. Representatives of SFBI’s governing body, the Beacon Steering Committee which includes representatives from DCYF, SFUSD, private funders, lead agencies and program alumni, provides oversight and guidance to the overall partnership.
The mission of the San Francisco Beacon Initiative is to transform public schools into youth, family and community centers. Drawing on the existing strengths of our students, schools and communities, Beacon Centers are committed to a cohesive, comprehensive and collaborative approach that creates pathways to lifelong learning.

The Position: Reporting to the Deputy Director of Programs, the Beacon Director is an agent of change, transformation and equity at Jamestown’s partner schools. He or she will be responsible for the internal and external systems that are required to deliver the highest quality programming to youth and families, leveraging the assets of the community, neighborhood and City to promote the healthy development of youth, and strengthening their families. The Beacon Director will be committed to and embody the values of the organization:

<table>
<thead>
<tr>
<th>Accountability</th>
<th>Family</th>
<th>Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artivism</td>
<td>Inclusion</td>
<td>Social Justice</td>
</tr>
<tr>
<td>Education</td>
<td>Grit</td>
<td>Tradition</td>
</tr>
</tbody>
</table>

The Beacon Director will work with the school administration and staff to ensure a smooth integration of school and Beacon activities, and align academics, culture and climate between the school day and out of school activities for youth and families. They will supervise all out of school program staff, as well as contractors and partners. The Beacon Director will continually assess and identify community needs in collaboration with the school administration and seek opportunities in the community and through the organizations deeply established relationships to meet those needs.

KEY RESPONSIBILITIES

- **Build and Maintain** positive, collaborative and inclusive relationships with school site principals and staff as well as parents and youth, community members, community agencies, funding partners and all other stakeholders.
- **Oversee** the development and implementation of Beacon programming and school based services at various sites. Manage initiatives to identify school site and community needs, establish program priorities, and execute the strategic plans to address these needs and priorities.
- **Lead and supervise** financial systems, including budgeting, grant implementation, and fund development. Ensure that financial targets are set and met on an annual basis.
- **Ensure** that structures are in place for timely program data collection, regular reporting to funders, and punctual submission of invoices. Regularly monitor Beacon Center achievement of program goals.
- **Identify** Beacon Center's funding and resource needs, as well as strategies for filling these needs. Lead fund development and resource acquisition strategies, including vetting and pursuing public grant funds, private funding opportunities, and cultivating individual donors.
- **Provide leadership** to all Beacon staff, including developing systems and structures for effective team communication, initiating opportunities for collaboration, and providing direct supervision to key staff positions.
- **Develop staff** learning and professional growth by providing opportunities for professional development, evolving roles, and the exploration of best practices in youth and family services

MINIMUM QUALIFICATIONS

- Must demonstrate success in fostering collaborative and inclusive relationships with youth, families, community stakeholders, including principals, funders, and community members.
- Demonstrated experience successfully managing programs in a public school-based setting.
- A minimum of 5 years of experience supervising and developing staff.
A minimum of 5 years of experience administering transformative school-based youth development programming.

Understanding community- and school-based programming based upon Youth Development, the Learning In Afterschool & Summer Principles, the Common Core State Standards, the Five Protective Factors, and Standards of Family Support.

Able to effectively communicate to individuals and groups, both orally and in writing in English and Spanish.

Experience in providing broad-based services to diverse populations.

Show knowledge of community organizing tools and strategies.

Courteous, professional, and able to reason logically.

Detail-oriented and well-organized.

Able to establish and meet deadlines.

Comply with all health & safety guidelines and requirements.

Cultural competence, experience, and understanding of the community in which the Beacon Community school is located.

DESIRED QUALIFICATIONS

Bachelor's or Master's degree preferred and demonstrable experience in successfully managing youth development and family support programs in a public school-based setting.

Experience and understanding of the economic, political, and social realities of the communities Jamestown serves.

Successful in fund development experience, including grant writing and implementation of other fund development strategies.

Must have a commitment to equality and social justice, artivism, and solving educational inequality in our schools.

Has a passion for developing and sustaining quality services for youth and families and a desire to learn and understand the needs of constituents, staff, and partners.

Comply with Covid 19 safety guidelines

Physical & Other Requirements:

Must be able to lift and carry 25 pounds.

Use a computer, phone, copier and office/school equipment

Working conditions include standard office/school setting as well as occasional travel within the Bay Area.

Fingerprint and TB clearance required.

You must be able to provide proof of Covid-19 vaccination; or if you cannot receive the COVID-19 vaccine due to disability or a sincerely held religious belief will instead show proof of a negative COVID-19 test administered within 72 hours of the first entrance upon a District school site or facility and every two weeks thereafter.

APPLICATION PROCEDURE

Please e-mail your cover letter and resume, and add Beacon Director @ Chavez plus your name in the subject line to:

Gabriela Amezquita HR Manager
Jamestown Community Center
2929 19th Street
San Francisco, CA 94110

Email: Gabriela@jamestownsf.org
Telephone: (415) 647-4709 x111
Fax: (415) 647-4718

This is a full-time salaried, exempt position with benefits.
Jamestown Community Center is an Equal Opportunity Employer. We encourage women and people of color to apply. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.