Co-Director of Programs - PMBC
Position Description

Organization and Background
The Center for Success Network is a nonprofit organization committed to impacting youth through education and exposure to social interactions and activities. We believe that if we impact the next generation, we change our collective future.

Our Mission.
Our mission is to unite community and literacy to empower students in their journey of education.

Our Vision.
Our vision is to vitalize the community’s relationship with literacy, thereby inspiring families to relate with literacy as a fundamental necessity. Our collaboratively rich programs ignite a unified passion for education that inspires students to thrive academically within safe spaces and intentional learning structures. We pave the way for community contribution towards children’s lifelong love of learning through reading.

Organizational Values:
- Growth, Community, Diversity, Connection

Position Description

The Center for Success Network Co-Director of Programs at Prospect Missionary Baptist Church (PMBC), in collaboration with the co-director, oversees and ensures successful implementation of all programming and building relationships with schools and families for enrollment. Co-Directors will report to the Director of Learning and work with leadership staff to ensure program quality and consistency.

Job responsibilities include:

- Ensure program success by collaboratively working with co-director in effectively training, supervising, and retaining mentors and interns
- Participate in the creation and updating of needed program materials, in coordination with leadership staff
- Plan and execute engaging enrichment lessons on an as needed basis
- Collaborate with co-director to connect with outside providers to schedule and promote reciprocal enrichment programs
- Collaborate with co-director to create and build upon relationships within the community to deepen the impact and footprint of CFSN
• Administer literacy assessments to students at the beginning, middle, and end of year
• Analyze student assessments to create individual learning plans for student folders
• Collaborate with co-director to provide mentors with completed weekly lessons based on student assessments and individual goals and provide written feedback on mentor logs after every session
• Collaborate with co-director to complete mentor onboarding, including training and background checks
• Collaborate with co-director to match students and mentors to facilitate strong relationships
• Collaborate with co-director to ensure accurate attendance and academic database records of volunteers and students by given deadlines
• Collaborate with co-director and host site to ensure maximum student enrollment
• Collaborate regularly with CFSN team members to maintain consistency, and maximize program quality and expansion
• Utilize various platforms for program delivery as CFSN moves through phases of reopening
• Adherence to Center for Success Network communication norms
• Attend and fully engage in regular team meetings (weekly) and staff meetings (monthly)
• Facilitate programming which will be Mondays-Thursdays from 4:00 - 6:30pm

Qualifications
The successful candidate must believe in the core organizational values of Center for Success Network and be driven by the organization’s mission and vision. The candidate should demonstrate a passion for expanding CFSN with a professional, dynamic, positive approach to building relationships to support the organization’s growth. We are seeking a high-energy Center Director of Programs who is mission-driven and self-directed, skilled in volunteer management, and excited about working in a fast-paced environment. Candidates should possess the following qualifications:

• Bachelor’s degree required, Elementary Education certification preferred
• A clear understanding of academic and literacy development, with experience using assessment to drive instruction
• A passion for working to help children succeed
• Ability to plan, prioritize, and coordinate multiple projects simultaneously
• Excellent interpersonal and written communication skills
• Commitment to efficient use of resources
• Significant experience working with elementary students
• Experience managing a large number of volunteers and supervising staff members
• Experience with email, databases, Google Suite.
• Experience in a results-oriented, relationship-focused teaching or youth development role
• Commitment to growth mindset and continuous improvement
• Reliable transportation required

Salary
Salary ranges from $18-$21 hourly based on education and experience. Position is up to 25 hours weekly. 2 positions available.

To Apply
Please send a detailed cover letter that captures why this position is a great match for your skills and interests, along with your resume to heidi.miller@center4success.org. Please include the job title in the subject line.