On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

<table>
<thead>
<tr>
<th>Job Title: Program Manager</th>
<th>Position: LA Program Manager</th>
<th>Position Family: Career Level: Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative/Division: Neighborhood Initiative/ Leadership Academies</td>
<td>WC Code/EEO: 8810/ 5</td>
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<tr>
<td>Location: Napa High School</td>
<td>Travel Required: Yes</td>
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<tr>
<td>Level/Salary Range: $26 -$28.85 per hour</td>
<td>Position Type: Full-time/ Non- Exempt</td>
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<tr>
<td>HR Contact: <a href="mailto:otmhr@onthemovebayarea.org">otmhr@onthemovebayarea.org</a></td>
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</tbody>
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**About On The Move**

On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!

**Benefits:**

- **PTO:** Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to pages 4-1 of the OTM Personnel Policies PTO Schedule.
- **16 Paid Holidays:** Please refer to the OTM 2023-24 Calendar for a schedule of holidays.
- **Business Expenses:** Preapproved, work-related travel, and $60 monthly cell phone reimbursements.
- **Health Benefits:** Full-time employees are eligible to receive health insurance through Kaiser and a pre-tax Flexible Spending Account (FSA/Childcare).
- **Retirement:** Employee contributions to a 403b plan are optional. The agency matches up to $1,000 after 1st year of employment.

**Applications Accepted By:**

**FAX OR EMAIL:**

707/251-9509 or otmhr@onthemovebayarea.org

Subject Line: Open Position

**MAIL:**

On The Move
Attn: Human Resources
780 Lincoln Avenue, Napa CA 94558-5110

**Job Description**

**ABOUT THE PROGRAM**

The Neighborhood Initiative (NI), a program of On The Move, aims to build a neighborhood in Napa where every child can claim a future in which all possibilities are real and attainable. The NI does this in three ways, by:

1. **Increasing educational outcomes for children and youth**, engaging families to empower themselves and their children, and developing community leadership. The most common demographic in the Initiative is first generation Latino children, youth and families.

2. **The Leadership Academy** is a program that develops leadership skills by engaging youth in real world 21st Century learning experiences. The program targets youth in the academic middle to support future career and college readiness and success. The Leadership Academy Program Manager co-teaches with the High School Leadership Academy Teacher/Coordinator at Napa High School and supports the overall operations of the Elementary, Middle, and High School Leadership Academies. Ideal candidates for the Leadership Academy Program Manager position will be highly interested in running an innovative and dynamic program with a focus
on social and educational equity. The program is one where youth are constantly engaged with each other, their schools and the community, in order to learn real world leadership skills. The program occurs in a non-traditional classroom setting.

**JOB RESPONSIBILITIES:**

**Program Management**
- Partner with the High School Leadership Academy Teacher Mentor to develop, co-teach, and implement programming for four sections of the High School Leadership Academy (9th, 10th, 11th, and 12th grade)
- Support with program operations across the elementary, middle, and high school sites
- Support with developing and implementing new systems for student recruitment and retention
- Coordinate and support High School Leadership Academy public performances and events, approved field trips, off-site meetings and other important community events
- Utilize and implement project management tools, such as meeting agendas and work plans
- In collaboration with the NI Director, build strong relationships with community partners, funders, and other stakeholders to establish trust, communicate expectations, and meet goals and outcomes for all schools involved with the Leadership Academy
- Adhere and implement all OTM practices, culture, and policies across the entire program

**Youth Development and Programming**
- Use a strength-based approach to youth development to ensure development and application of youth’s skills and knowledge
- Share decision-making power, responsibility, and voice with youth in co-creating activities, systems, and policies, facilitating meetings, and pushing youth to hold each other accountable
- Support youth to develop and implement projects that are relevant to their school and community needs, including partnering students with school and community organizations

**Meeting Schedule**
- Frequent Check-Ins and Planning Meetings
- Bi-Weekly Supervision Meetings
- Bi-Weekly LA Staff Team Meetings
- Monthly Adult Reflection
- Quarterly Evaluation Meetings
- End of Semester Check-Ins with each Site Team

**Evaluation**
- Partner with OTM Evaluation Consultant
- Collaborate with NI Director to develop and maintain data systems for program evaluation
- Ensure all LA programming is aligned with grant deliverables
- Support with all data collection & reporting
- Maintain calibrated assessment of youth using established rubrics and other evaluation tools

**QUALIFICATIONS:**
- Possesses a AA, BA, & BS Degree
- Holds a substitute teaching credential, or is willing to obtain one
- Bilingual in English and Spanish, preferred.
- Relevant experience working with high school youth
- Proficiency in using computers, Google Drive, and other office software
- Exceptional oral and written communication skills
- Passion for and personal connection to issues of social and educational equity

**DESIRED SKILLS:**
- Thrives in a nontraditional classroom setting. Candidates who are expecting a traditional academic classroom environment will NOT be successful.
- Creativity and a “do what it takes” proactive mentality
- Thrives doing direct service with youth and holding high performance expectations
• Self-motivated and takes initiative
• Understands what it means to coach youth vs. teach vs. mentor
• Sets clear and appropriate boundaries with youth
• Willingness to work in collaboration with youth and adults daily
• Able to share decision-making power, voice, and responsibility with youth such as co-creating activities, systems, and policies, facilitating meetings, and pushing youth to hold each other accountable
• Ability to demonstrate project management skills such as creating agendas and work plans

**ADDITIONAL NOTES**

| Last Updated By: | Teresita D Lua | Date/Time: | 06/29/2023 |

On The Move is an Equal Opportunity Employer and we utilize E-Verify to confirm eligibility for employment.