Community Engager Program Manager (Part-Time)

Organization: Charlottesville United for Public Education (CUPE)

Location: Charlottesville, Virginia (Hybrid)

Hours: 10 hours per week, flexible schedule with 1-2 mandatory meetings per week

About Us:

Charlottesville United for Public Education (CUPE) is a coalition of parents, grandparents, and community members committed to ensuring every child in Charlottesville City Schools receives a quality education. We advocate for student success from preschool to graduation through community engagement, family support, and civic participation. As champions united for healthy students and schools, we center community voices and welcome all who are invested in making public education better in Charlottesville.

Our Mission and Vision:

Mission: To advocate for public education that meets the needs of every child and family, while centering Black, Brown, and other marginalized voices.

Vision: Charlottesville City Schools serves as a model for centering the needs of students and families through informed, strategic, transformative change that meets the needs of each child and the collective, as demonstrated by a closed achievement gap, record matriculation, and strong school/home partnerships.

Position Overview:

Charlottesville United for Public Education (CUPE) is seeking a dedicated and passionate individual to join our team as a Community Engager Program Manager. This part-time role involves managing and supporting the Community Engager Program, which aims to empower parents, guardians, and other primary caregivers of our most marginalized students—particularly Black, Brown, and low-income families—by fostering active involvement in their child’s education and school community.

Key Responsibilities:

● Program Management:
  ○ Oversee the implementation and daily operations of the Community Engager Program.
  ○ Coordinate and manage school/community-based community engagers per school within the Charlottesville City School system.
Ensure effective communication and collaboration between community engagers, school administration, parents, and local government.

**Community Engagement:**
- Develop and maintain strong relationships with parents, guardians, and caregivers.
- Organize and facilitate regular meetings, workshops, and events to encourage community participation and dialogue.
- Act as a liaison between the community and school officials to share information.

**Communication:**
- Maintain clear and consistent communication with all stakeholders, including parents, school personnel, and local government representatives.
- Create and distribute print and digital informational materials and updates regarding the program’s activities and progress.

**Reporting and Evaluation:**
- Monitor and evaluate the effectiveness of the Community Engager Program.
- Prepare regular reports on program activities, outcomes, and areas for improvement.
- Collect and analyze feedback from participants to inform program adjustments and enhancements.

**Qualifications:**
- Passionate about public education
- Committed to empowering marginalized communities
- Excellent communication and interpersonal skills
- Strong organizational and project management abilities
- Ability to work independently and as part of a team
- Flexible and adaptable, with the ability to manage multiple priorities
- Familiarity with the Charlottesville City School system and local community
- Proficient in the use of Microsoft Office/Google Suite applications
- Experience in community engagement, education, or a related field is preferred

**Compensation:**
- $25 hourly rate

**How to Apply:**
Interested candidates fill out the [Community Engager Interest Form](#), and indicate your interest.

Join us in making a difference in the lives of students and families in Charlottesville!