



## **Director of Education**

**Mission:** Enlace Chicago convenes, organizes, and builds the capacity of Little Village stakeholders to confront systemic inequities and barriers to economic and social access.

**Vision:** Enlace Chicago is dedicated to making a positive difference in the lives of Little Village residents by fostering a safe and healthy environment and by championing opportunities for educational advancement and economic development.

**Values:** Enlace is committed to accountability and transparency to ensure integrity, believes in building community power through collaboration and grassroots leadership, promotes livable communities with access and opportunity for all, and values social justice and systems change.

**Reports to:** Executive Director

**Accountable to:** Executive Director, Chief Financial Officer

**Communicates with:** Education team (LVEC, Community Schools, Post-Secondary, PMP, SEL), Community Schools Manager, LVEC Coordinator, Director of Evaluation, Director of Finance and Operations, Director of Development, Director of Organizing and Advocacy, partners and school principals.

**Informs:** School staff, Enlace staff

**Status:** Full-time

### **Job Summary:**

The Director of Education drives Enlace's participation and leadership in educational policy, organizing and advocacy, programming and convening to build community and organizational capacity. The Director is responsible for guiding Enlace's involvement at education-focused tables and with partners in Little Village and with other local/state partners. The Director is also accountable for all stages of educational programs development; including planning, designing, implementation, and evaluation. The Director collaborates with other Enlace Directors and staff to align and connect work across departments to increase organizational impact in the community. This leader ensures education programs and initiatives champion opportunities for educational advancement and economic development of Little Village residents, building a strategic vision for growth and sustainability.

### **Duties & Responsibilities:**

#### *Program Management and Supervision*

- Provide strategic oversight of program planning, design, implementation and evaluation for the Education Department.
- Facilitate strategic planning for the Education Department, with a focus on integrating long-term community education goals outlined in the 2013 Little Village Quality of Life Plan, as well as Enlace's mission, vision, and core values.
- Ensure that programs comply with all federal, state, and local grant requirements including developing protocols, policies, and structures for monitoring on-going grant compliance; develop clear methods for maintaining key program documentation and position all programs to be audit ready at any time.

- Develop and nurture meaningful relationships with educational stakeholders to assess community needs and interests; connect schools, organizational and other local partners to new resources, and ensure that educational programming is tailored to the needs and interests of the constituencies it will serve.
- Maintain and build new partnerships with school administrators, community partners, and educational networks ensuring a mutually beneficial partnership that prioritizes the needs of children and families and regularly assesses growth opportunities and grant compliance.
- Cultivate a culture of leadership and growth, by facilitating consistent opportunities for reflection on educational policy and practices, as well as training that is relevant and consistent with Enlace's mission, vision and core values, and addresses the needs and interests of the team. Develop a year-long professional development plan with the Education team, building staff skills and increasing organizational capacity.
- Supervise a full-time staff, which includes providing overall direction, holding regular check-ins and reflection sessions, overseeing work plans, and ensuring completion of yearly evaluations. Lead the team towards alignment of issue area programs, providing supports and structures that cultivate collaboration and provide clarity towards mission.
- Design and lead the overall evaluation plans (models, theories, goals, outcomes, etc.) for Education programs, working collaboratively with the Director of Evaluation, to engage staff in continuous improvement practices that uses data to inform program improvement strategies.

#### *Communications, Community Relations, and Advocacy*

- Develop and build well-structured partnerships in order to maximize resources for the community; work collaboratively with the Director of Organizing and Advocacy and team to identify partnerships and priorities for Education advocacy efforts.
- Represent Enlace at various tables city-wide, state-wide and county-wide, as well as locally.
- Commitment to lead and engage in challenging conversations that champion racial equity, social justice, and promotes systemic changes.
- Build positive relationships with community residents and colleagues in order to successfully inform program planning, so that ideas for implementation directly address the needs and interest of the surrounding community.

#### *Financial Planning & Management*

- Develop, manage, and provide strategic direction for the education program budgets, with the support of the Director of Finance and Operations, the finance team, and program staff.

#### *Fund Development & Management*

- Collaborate with the development team, which includes supporting the grant writing process, and submit timely and accurate reports, in order to ensure continuity of programs in addition to strategic expansion.

### **Qualifications:**

We are looking for a highly motivated, detail-oriented and dedicated self-starter that has:

- Minimum of 8-10 years of relevant management and leadership experience in a school, educational or non-profit setting; working with youth, parents, and community members.
- Advanced and/or leadership experience in program management, budget management, grant compliance, and grant reporting.
- Master's Degree in an Education, Public Policy/Public Administration, Non-Profit Management or Social Services field preferred.
- Excellent communication and organizational skills; including strong writing, research and presentation skills.
- High level of understanding and/or experience with the community schools model, parent engagement, and best practices in youth development.
- Experience working with or within Chicago Public Schools.
- Demonstrated experience in providing training to direct program staff preferred.

- Relevant experience in community organizing and/or understanding of organizing principles and strategies.
- Understanding of community development frameworks and practices.
- Commitment to social justice and racial equity.
- Experience and commitment to working with urban Latino and immigrant communities.
- Ability to work some evening and weekend hours.
- Computer literate in Microsoft office suite, Google suite, and grant reporting/data systems.
- Valid driver's license and a car.
- Ability to speak, read, and write in both English and Spanish.

This position is salaried and includes health, dental, life and short term/long term insurance. Enlace Chicago is an equal opportunity employer.

Interested applicants should send a resume and cover letter to [jobs@enlacechicago.org](mailto:jobs@enlacechicago.org), using the title "Director of Education" in the subject line of the email. No phone calls please.

\*\*Within the cover letter, please provide an example of your commitment to social justice.

Deadline for submission: 8.15.18

Salary is commensurate with experience.