

**At AYCO we settle the past, engage the present, and Hope for the future**



### **Educational Manager**

The Educational Manager will be responsible for all AYCO programs relating to education and youth activities. Thus, the Educational Manager is responsible for coordinating educational efforts on behalf of AYCO, developing and leading educational programs that meet project requirements, and building community relationships with individuals and families.

### **The Mission of The Educational Manager Position**

The Educational Manager is responsible for the project management of major programs at AYCO, including (but not limited to) the UPLIFT Program and the Youth Environmental program. Using a data-driven approach, the Education Manager will oversee the planning and execution of targeted outreach, engagement, and administrative responsibilities to drive desired outcomes. The Education Manager will develop and maintain strong working ties with schools, institutions, partners, and youth-serving organizations to strengthen the educational quality of the youth AYCO serves. The Education

Manager will report directly to the Program Director and serve in an important leadership role in the organization.

### **Goals & Objectives of the Educational Manager**

- ❖ Lead the Educations program at AYCO to provide a culturally specific and positive development of the community AYCO serves and its youth through educational programs
- ❖ Manage outreach to schools and the largest program at AYCO, UPLIFT, to see through educational development and goals of the program met
- ❖ Support leadership development and program execution training to youth program members at AYCO
- ❖ Promote youth development programs, campaigns, and initiatives at conferences by taking part in booth activities, panel discussions, presentations, and other activities.
- ❖ Support drafting content for articles, blogs, or similar outreach documents for print or online publications (such as the AYCO Monthly newsletter)
- ❖ Work with the NOYS Marketing and Communications team to create social media content; develop and implement tactics to grow public social media engagement, especially in the education program
- ❖ Develop a comprehensive method for tracking, communicating with, and mobilizing youth.
- ❖ Enhance youth awareness and involvement in environmental justice
- ❖ Increase parent ability to address barriers & understanding/engagement with student education
- ❖ Enhance AYCO's engagement with the youth through the implementation of
  - Coordination, Collaboration & Collective Impact
  - Educational Initiatives
  - Strengthening community education

- ❖ Establish strong partnerships and relationships with parents of the Youth AYCO serves to enhance the educational outcomes of the students
- ❖ Develop a professional relationship with the different school districts and their administrators
- ❖ Comprehend the different state rules and regulations on schooling for students, parents, school administrators, and staff
- ❖ Enhance the existing AYCO Educational Programs by
  - Creating program objectives and goals
  - Map out the program outcomes
  - Connect the community and the youth to needed Educational services and support
- ❖ Understanding and Connecting with the Community AYCO serves
  - Work towards the improvement of AYCO's mission to inspire, rise and lead the youth through the UPLIFT program
  - Comprehend the educational determinants and challenges faced by the African diaspora and its Youth
- ❖ Measure and Improve
  - Implement an evaluation framework to collect data
  - Make any changes needed within the Educations Program at AYCO to strengthen community awareness of educational barriers, social initiatives, and outcomes that enhance the educational experience of the students AYCO serves
- ❖ Monitor and manage the processes/tasks associated with a variety of grant-funded and partnership projects simultaneously.
- ❖ Partner with the community members and implement needed changes for the betterment of the educational quality for the youth and their families
- ❖ Participate in all board meetings
- ❖ Work with the Program Director to provide a report of education program activities at each board meeting

- ❖ Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers
- ❖ Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place
- ❖ Encourage staff and volunteer development and education, and assist staff in relating their specialized work to the total position of the organization
- ❖ Guide the scope and scale of positions, balancing capacity and vision
- ❖ Maintain official records and documents, and ensure compliance with federal, state, and local regulations

### **Skills, Roles & Duties of the Educational Manager**

The Education Manager must have strong interpersonal skills to communicate with education professionals and educational suppliers. Strong time-management skills and close attention to detail are also important to identify training and support deficiencies. The Education Manager actively participates in training and mentoring sessions to coach and explain complex educational programs and also conducts performance reviews of, and recommended changes to, educational initiatives within AYCO and the school districts it works with. Additionally, the Education Manager often coordinates activities and oversees program evaluations while supporting educational activities with the youth and their families.

The Education Manager directly reports to the Program Director and must work well with other staff (at all levels within the organizational managerial structure) to reach all objectives within a given time frame.

The Education Manager must be able to multitask with ease on a variety of projects, guide staff with curriculum implementation, and work with the program director to ensure that all schedules are followed. Moreover, the Education Manager must also be proficient in office applications to keep accurate program reports and have excellent problem-solving and analytical skills to identify educational obstacles.

**Policies by Which the Education Manager Position can be Enforced**

AYCO reserves all the rights mentioned in the Employment handbook for this position as well as all positions within the organization. Thus, following closely and responding to the rules and regulations set in place is very important for the functionality of this position. Additionally, this position is required to work directly with the Program Director to ensure the success of the program managed as well as the success of AYCO on its mission.

Therefore, the Education Manager has the right to discuss with the Program Director should there be any changes needed to be made to enhance the effectiveness of the program. These regulations will make it feasible for AYCO to attain its purposes and objectives and for the position to be executed successfully.