



# Program Manager, School-Based Initiatives

**Position Title:** Program Manager, School-Based Initiatives  
**Reports to:** Senior Director, Program & Development  
**Job Classification:** Full-time Exempt

The ideal candidate is an energetic and highly organized individual capable of managing multiple tasks and maintaining high quality standards for program delivery. He/she is able to act as an effective consultant to educational stakeholders, understands educational systems and is able to spearhead meaningful change in these systems. He or she is also an excellent relationship-builder and a competent writer and trainer who understands adult learning styles.

**Essential Functions:** The Program Manager, School-Based Initiatives, is responsible for overseeing The Governor's Prevention Partnership's strategies to support positive school climates by providing training and technical support on peer-to-peer and school-based mentoring and other initiatives, serving adult advisors, school staff and faculty, youth groups and other key constituencies. The program manager develops and delivers trainings, designs systems communication vehicles to build capacity of youth practitioners and ensures that program elements (training, adult and student support, evaluation, etc.) of school-based initiatives are effectively implemented for ensuring positive youth outcomes. He/she will also ensure that project activities are effectively executed, and grant deliverables are met.

## **Principal Job duties and Responsibilities:**

### School-Based Program Development & Capacity Building

1. Support schools to develop effective prevention strategies, including peer prevention and mentoring programs and digital curricula. Services include:
  - a. Map areas of high need, interest and capacity of school
  - b. Provide training and technical assistance to youth advisors, prevention and youth practitioners on how to start peer led and mentoring programs using the Elements of Effective Practice for Mentoring and Peer-to-Peer standards
  - c. Provide a continuous improvement process and networking opportunities for practitioners including development and facilitation of communities of practice using web-based tools and resources
  - d. Provide training and consultation to program staff on how to manage, operate and evaluate peer led and mentoring programs
  - e. Implement prevention education and skill development activities appropriate for the target audience
  - f. Assist schools to achieve action steps using an established technical assistance protocol
  - g. Identify opportunities for project expansion and engage new schools as appropriate, based on organizational strategic plan
  - h. Initiate concepts and write content in order to create new technical assistance documents and tools

### Stakeholder Engagement

2. Connect with a wide variety of public and private stakeholders to build resources available to schools. Services include:
  - a. Outreach presentations to schools interested in collaborating, creating new network opportunities and sharing best practices
  - b. Convene Statewide Youth Advisory Board
  - c. Host annual School-Based Event – focused on Mentoring and Peer Led Initiatives

- d. Initiate and maintain relationships with key customers/constituencies and partner agencies/organizations through phone/email contact and personal meetings; leverage, promote and disseminate Partnership products and services as appropriate
- e. Reach out to and convene potential partners including school districts, public and private partners, and youth advisors of volunteer groups
- f. Offer input and help guide group direction during meetings with relevant state-level partners
- g. Develop and maintain statewide networks among program participants to ensure effective planning, implementation and evaluation of services and activities

#### Data Collection and Reporting

- 3. Collect data regularly on the importance of quality peer-led initiatives and mentoring programs/models. Services include:
  - a. Maintain local school and program data including directory of mentoring and youth groups
  - b. Pre and Post survey data collection-established systems and processes
  - c. Coordinates the development of grant reporting, briefs, program design and management of related research and practices
  - d. Create, implement and evaluate a technical assistance framework for new and existing programs

#### Thought Leadership

- 4. Includes the continuous process of learning, application of new theories and practices, maintaining and accessing professional networks and affiliations, accessing research and expert practitioners with the goal of increased duties and responsibilities. Duties include:
  - a. Maintain knowledge of current prevention theory and practice
  - b. Establish and build relationships with lead practitioners and researchers in prevention and mentoring
  - c. Implement culturally competent approaches
  - d. Maintain participation and representation of The Partnership in state and national affiliate groups, committees and taskforces
  - e. Support the development of research briefs, white papers, and advocacy materials for grant proposals and other expansion activities
  - f. Assist in preparation of media interviews and media releases; support preparation of youth for engagement in The Partnership's events and media interviews

#### Qualifications

- 1. Master's Degree in field of social work, education, human services, or related field or equivalent professional experience
- 2. Minimum of three to five years' experience in implementing youth programming in school and/or community-based setting, with a focus on prevention
- 3. Minimum of one year of grant and project management experience
- 4. Minimum of two years' experience coaching and training practitioners in skills development
- 5. Familiarity with school-based prevention including bullying prevention, conflict resolution and/or positive youth development (preferred)
- 6. Strong written and oral communication skills required and demonstrated experience in providing trainings to adult audiences
- 7. Working knowledge of local, state and federal resources, school climate policies, laws and regulations
- 8. Demonstrated planning, organizing and project management skills
- 9. Experience developing program policies and procedures to improve program efficiency and delivery of services
- 10. Experience in conceptualizing, developing and implementing programming based on evidence-based practices
- 11. Strong interpersonal skills; must be able to interact with staff of the Partnership and customers in a manner that builds trust and cooperation
- 12. Must have transportation and a valid Connecticut driver's license and be able to travel throughout Connecticut

### *Work Context*

The work environment is an office located at 30 Jordan Lane, Wethersfield, Connecticut. There is substantial travel to other work site locations with occasional evening and weekend hours. The work week is approximately 37.5 hours. The job requires the use of electronic mail, reading and writing letters, memos and other correspondence, and requires telephone and face-to-face conversations with external customers and other constituents both individually and in groups. The job requires meeting strict deadlines and being highly accurate.

### *Physical Requirements*

The job requires sitting and utilizing a computer on a daily basis, and using other office equipment such as copiers, facsimile machines, and projectors on an as-needed basis. The job requires occasionally lifting to 20 pounds specially to transport materials to and from meetings, events and trainings. The work environment is such that deadlines may fluctuate in accordance with project needs or constraints. Stress may occur especially before and during program events, from supervising the work of others, when deciding priorities from among multiple projects, and when allocating resources to maximize results.

Applications received before June 7, 2019 will be reviewed first

Interested candidates may forward a resume and cover letter (reference posting id# PMSBI) to:

[Humanresources@preventionworksct.org](mailto:Humanresources@preventionworksct.org)

The Governor's Prevention Partnership is an equal employment opportunity employer