

Name: _____



The **Education Programs Manager** supports the Education Department by developing, facilitating and sustaining educational programs for school-related initiatives and cultivates relationships with teachers, schools, home schools, school district personnel, parents, students and the broader education community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support Director of Education in managing all aspects of Broward County Public Schools partnership programs including but not limited to SEAS, SEAS Plus, Reading Readiness, PlayScenes, Early Childhood Learning initiatives, and Turnaround Arts program.
- Coordinate and manage logistics for public school-related Education events.
- Coordinate Broward Center involvement in and facilitation of all Turnaround Arts partnership projects both on site and at individual schools.
- Manage and facilitate school-related educational programs beyond the public school partnership.
- Lead in the administration of new Community Partnership Arts Initiative, bringing students from at-risk youth centers to participate in hands on arts-engaged learning experiences.
- Cultivate relationships with private and home schools to generate awareness of our education programs and identify opportunities for collaboration.
- Develop and implement teacher and parent engagement strategies.
- Coordinate the development and dissemination of study guides aligned to curriculum goals.
- Collaborate with team to develop and update PR and communications materials including photo/video, content for website, social media, email marketing, monthly board report etc.
- Create and maintain master calendar for school-related educational initiatives
- Develop protocols to track education program effectiveness.
- Collect, organize and disseminate data, materials, photos and information to meet the needs of internal clients including Development, External Affairs, Marketing.
- Represent the Education Department in the community and at arts education industry associations.
- Participate as an active member of the Teen Ambassador Mentor Team including recruitment, selection, monthly meetings, mentoring and program administration.
- Work with Education Team and other departments to coordinate range of education events.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Self-motivated with strong organizational and interpersonal skills.
- Experience working with educational community; familiarity with at-risk youth population preferred.
- Strong communications skills, written and verbal with comfort level in public speaking.
- Demonstrated ability to facilitate collaborative partnerships; enjoys working in teams.
- Project management skills preferred, with some experience in budget management.
- Demonstrated interest in creating and utilizing performance metrics for non-profits and/or educational institutions.

REQUIRED EDUCATION AND EXPERIENCE

- BA or Higher, Education Administration, Teaching, Arts Administration or equivalent combination of training and experience.
- 8-10 years of teaching, education or non-profit administration.

Interested candidates should submit their resumes to edumanagersearch@browardcenter.org