



Promesa Boyle Heights Community School Director

ABOUT PROMESA BOYLE HEIGHTS

Promesa's mission is to improve conditions in Boyle Heights at the individual, school, and systems level by building a movement of partner organizations, students, and families collaborating to close the opportunity gap and strengthen supports for students from cradle through college and career. For more information, visit:

www.promesaboyleheights.org

Promesa Boyle Heights is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where: 1) Every individual has access to a range of supports in the home, in our schools, and in the community to foster school and life success; 2) Organizations are collaborating and closing the opportunity gap amongst the most marginalized and underserved populations in our community, and; 3) A powerful, resident-led collaborative is winning system-level policy changes that create a safer, healthier, and more stable Boyle Heights.

POSITION OVERVIEW

Summary: The Promesa BH Director for Community- Schools (C-S Director) is responsible for executing the coordination and alignment of resources within the Community School team to achieve the Promesa Boyle Heights school transformation goals for each of our target schools, and reports to the Promesa BH Managing Director and Steering Committee. The C-S Director must work to create a high performing Community School team where staff feel supported, connected and equipped to successfully support our schools, students, and families in Boyle Heights. The role of the director is complex and requires a dynamic person who can effectively implement a vision as well as navigate and interconnect multiple systems to achieve success for youth and families. The C-S Director plays a leadership role in ensuring that students graduate ready for college, careers, and lifelong success.

KEY RESPONSIBILITIES

Ensure successful management and operations of Community-School model

- Hire, onboard, train, coach, and supervise Community School staff.
- Lead the successful implementation and evaluation of our community school approach at our various school sites in Boyle Heights.
- In partnership with Promesa Director Team, strengthen and develop management and HR systems in support of both the C-S team and the entire Promesa team.
- Work closely with staff and partners to ensure alignment of efforts, coordination of strategies, evaluation and decision-making.
- Ensure ongoing communication and alignment with Promesa BH Steering Committee, Promesa BH General Assembly, Proyecto staff, and other core partners.
- Manage the C-S team budget, core grant requirements, and develop reports and recommendations for improvements.

Implement and integrate evaluation and analysis systems

- Work with the Promesa Director Team, including Director of Impact, to strengthen and develop systems to evaluate, collect and track community-wide and school-specific data.
- Develop, manage and execute data driven strategies to address needs of each of our C-S initiatives.
- Lead systematic evaluation of program, activity and event effectiveness.

- Utilize positive youth development resources to improve student outcomes, foster leadership development, and implement effective academic and wellness supports for students and families.
- Support the team in collecting, reviewing and analyzing student data to develop new strategies and plan for continuous improvement of existing interventions.
- Develop systems to ensure timely creation of reports to various stakeholders to articulate the team's goals, objectives, and impact- including yearly State of Boyle Heights reports for residents and partners. Communicate data results to a wide audience with variable research experience.

Develop cross communication and cross training to strengthen partnerships

- In partnership with the Promesa Director Team, develop a structure for communication, coordination, training and other learning discussions with core partners;
- Participate in coalitions and develop relationships to build awareness of the systems-level priorities identified in relation to the community school model and approach;
- Provide regular updates to Steering Committee, General Assembly, core partners, and allies regarding progress of achieving performance measures and other financial and evaluation data.

QUALIFICATIONS

- A minimum of 7 years of work experience working with schools, youth, and/or nonprofit organizations and at least 5 years of experience supervising a team of at least 4 full-time paid staff. Candidates with less than 7 years of experience or no staff supervision experience will not be considered;
- A bachelor's degree required; master's degree strongly preferred. Other comparable work experience will be considered;
- Fluent Knowledge of community-school models, organizing, coalition-building, restorative justice, staff management, youth development, and evaluation is highly preferred;
- Proven adaptive leadership abilities including an encouraging, motivating presence to help with conflict management, team building, goal-setting, prioritization and strategic planning;
- Commitment to social justice and community empowerment;
- Experience managing dynamic projects and reporting on large grants;
- Knowledge and understanding of school systems and college to cradle and career strategies;
- Computer literate and experience working with Microsoft Office, data analysis software, and social media;
- Able to work flexible hours including evenings and some weekends;
- Interested in someone that can start immediately and can commit to the position for at least two years.
- Ability to work autonomously and as a member of a team;
- Ability to exercise balanced judgment in evaluating situations and making decisions, and to handle difficult or confrontational situations in a calm, consistent, and equitable manner;
- *****Must be a licensed driver with reliable transportation and ability to meet organization's minimum auto insurance requirements;***

Please note that while the Safer At Home Order remains in the City of Los Angeles, many of these responsibilities will be carried out through a virtual platform.

Physical Requirements: While performing the duties of this job, the employee will be required to sit, talk, hear, and type- at times for extended periods of time. The employee will also occasionally be required to stand, walk, and drive. The employee will occasionally be required to lift and/or move up to 25 pounds.

Work Environment: Promesa is a community-led, progressive, and innovative collaborative in Boyle Heights. The staff strives to maintain a high degree of trust, team spirit, and energy while working to build community power and capacity. While



employed by Proyecto Pastoral, the C-S Director will work closely and will also be accountable to the Promesa Boyle Heights General Assembly and Steering Committee.

TO APPLY

Current resume, letter of interest, application questions, and 3 references should be sent electronically to **hr@proyectopastoral.org** with the subject line: **Promesa C-S Director**. Applications will be accepted until the position is filled. We encourage interested applicants to submit as soon as possible since we are aiming for the first round of interviews to begin on **September 12, 2020**.

- Application Questions:**
- 1) Why are you interested in working with the Promesa BH team, and in the C-S Director role?
 - 2) Do you have 7 years of experience working with schools, youth, and/or nonprofit organizations and at least 5 years of experience supervising a team of at least 4 full-time paid staff?
 - 3) Describe your approach to leading a dynamic, high functioning team, and facilitating conflict.
 - 4) Describe your experience working on system level changes; if limited experience, why are you interested in working on system level change.
 - 5) What is your minimum salary range?

COMPENSATION & BENEFITS

Competitive salary depending on experience. Full-time position with excellent benefit package, including health, dental, vision, vacation, sick days, holidays and 401k plan.

Proyecto Pastoral is the backbone organization for the Promesa Boyle Heights collaborative. Proyecto Pastoral was founded in 1986 by community residents and the California Province of Jesuits. It has grown into a highly effective community building organization serving more than 6,000 children, youth and families annually through early education centers, youth development programs, as the backbone organization of Promesa BH, homeless shelters and organizing initiatives. For more information, visit: www.proyectopastoral.org.

Proyecto Pastoral is an equal opportunity employer. Women, LGBTQIA and people of color are encouraged to apply.