

POSITION TITLE: Manager, Southside Community Partners Professional Learning Programs
CLASSIFICATION:
IMMEDIATE SUPERVISOR: Southside Community Partners Director
FSLA DESIGNATION: Exempt Full Time, 37.5 hours/week

Position Summary

This position is responsible for the growth and effective coordination/administration of the Southside Community Partners Learning & Leadership Professional Learning program, including program/curriculum planning, contract training, partnership development, assisting with securing funding, and logistical and administrative functions of the program. This position serves as part of the SCP leadership team and with the team, works toward achieving SCP's mission of fostering a strong community through strengthening nonprofit organizations.

The Professional Learning Program Coordinator is responsible for new program development, community/customer liaison, quality control and administration of the program. The Coordinator will be expected to identify and seek out new program opportunities and create/modify workshops and programs and activities to meet the ever changing needs of individual learners, nonprofit and community-based organizations, and the community.

The Coordinator handles multiple responsibilities, solves complex problems and provides leadership, supervision and direction to the Facilitators/Instructors ensuring consistency with the mission and vision of SCP capacity building.

Essential Functions and Responsibilities

1. Program Research:

- a. Conduct periodic research and learning/training needs assessment.
- b. Develop and maintain professional contacts including with credit programs.
- c. Develop and maintain ongoing relationships with community organizations to better identify and assess training needs.
- d. Identify and develop possible alternate delivery opportunities.
- e. Cooperate with other providers in the region to maximize program opportunities and eliminate duplication and overlap.

2. Program Development/Implementation/Evaluation:

- a. Develop/create workshops and programs to meet the needs of individual learners, nonprofit and community-based organizations and the community.
- b. Design/initiate curriculum as required.
- c. Customize programs and courses for contract training needs and prepare training
- d. Develop pricing, contracts and terms of agreement for contract training/events.
- e. Identify supplies/books/software/equipment/facilities required.
- f. Administer all aspects of "day of" training/event logistics including room setup/break down, signage, check-in, etc.
- g. Design, collect and monitor workshop/program/instructor evaluations and review data with Program Director to plan, modify or cancel programs.

3. Budgetary/Finance Responsibilities:

- a. Work with the director to develop and implement a fundraising plan and participate in presentations.
- b. Develop program area and individual workshop budget to meet targets/operating margins as established with the Director.
- c. Analyze financial information as provided by Director and adjust planning as appropriate.
- d. Coordinate with ARLS accounting/finance office to ensure invoicing/receipt processing.

4. Outreach/Marketing:

- a. Determine and define the various target markets pertinent to the area of expertise.
- b. Develop marketing plans for program area and communicate to Director.
- c. Collaborate on the design of specific marketing materials.
- d. Collaborate with Manager ConnectSouthside on the presentation and organization of Learning & Leadership website information and registration pages
- e. Prepare course descriptions and write-ups.
- f. Media liaison and writing articles for local publications and other media outlets.

5. Customer Service:

- a. Represent SCP Learning & Leadership on internal and external committees/organizations.
- b. Interact directly with customers to provide administrative/informational assistance.
- c. Process and maintain database of customers, records.

Knowledge, Skills, and Abilities

- Demonstrated experience in an entrepreneurial environment.
Strong interpersonal, relationship building and conflict resolution skills.
- Creative problem solving skills.
- Excellent oral, written, analytical and technical skills.
- Strong organizational and planning skills.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- Proficient in a variety of computer applications.
- Strong budgetary skills.
- Ability to work independently or as part of a team.
- Interest in working in a nonprofit environment.

Work Environment

The work environment characteristics described here are representative of a typical public library.

Education, Experience, and Training

- Bachelor's Degree in relevant field (i.e. Adult education, business, social work, etc.) required.
Masters preferred.
- Experience with all Microsoft products and working knowledge of Excel and Access.
- Supervisory experience a plus.
- Event planning experience a plus.

Additional Qualifications

Requires valid driver's license

Position Hours

Special Conditions: May be required to work some evenings and weekends. Some area travel required.
This position is funded by program specific monies awarded to the ARLS by external sources.

Salary/Benefits: ~ \$38,000 -\$40,127