



## **Job Description Programs Manager**

### **(K-12 Education and Early Childhood Programs)**

#### **About Masa**

Masa partners with Mexican and Latino children, youth, and families in the South Bronx to develop strong learners and leaders who fully contribute to the larger community. We envision a community that is civically engaged, empowered, and educated.

Masa's community-led, integrated model engages the entire family, grounded in a deep commitment to strengthening literacy, leadership, and power for Mexican, Central American, and Indigenous People. Masa fosters a culturally responsive learning community in which families engage with direct service and advocacy programs to dismantle barriers to success.

#### **About the Programs Manager**

Masa is seeking a Programs Manager to provide leadership and oversight to Masa's K-12 Education Program (60%), our Early Childhood Education Program (30%), and general administrative tasks (10%). This position is ideal for a Spanish/English bilingual person who is interested in non-profit management and is passionate about supporting immigrant families. The ideal candidate has a background in education, social work, and program management; possesses a strong commitment to social justice; and is keen to engage and foster trusting partnerships with Masa's community.

#### **Responsibilities:**

##### Program Management:

- Oversee program implementation, including recruitment and enrollment processes, day-to-day operations, and securing program materials
- Create and/or review outreach and program plans
- Support recruitment and onboarding processes for new hires, including mandated trainings, as well as identifying additional training needs and opportunities
- Provide mentorship to program staff - lead weekly planning and supervision meetings with staff and review professional development plans
- Ensure program timelines, activities, and deliverables are met
- Develop and sustain key partnerships in the community (e.g., schools, CBOs, government agencies, etc.)
- Build and maintain relationships with Masa's community and establish mechanisms to solicit input/feedback as needed and present insights
- Keep track of program spending and monitor program budgets
- Coordinate and run events and workshops
- Ensure program manuals are up-to-date

##### Program evaluation, data management, and reporting

- Maintain data integrity and record-keeping responsibilities in accordance with internal and external agency requirements, including confidentiality (with support of program staff)
- Support implementation of program evaluation systems, including surveys and other data collection tools, to support funder reports and grant applications
- Run reports in SalesForce to support recruitment, enrollment, and waitlist processes
- Ensure quarterly and monthly fiscal and program reports are delivered in a timely fashion

#### Administrative and operations support

- Identify opportunities for enhanced efficiency and improvements in program quality
- Improve knowledge sharing systems among staff and internal and external referral processes
- Ensure relevant standards, process, and regulations are upheld

#### **Requirements:**

- Excellent verbal, listening, and written communication skills in English AND Spanish are required; comfortable communicating with community members, volunteers, and staff
- B.A. in education, social work, non-profit management, or other related field; M.A. highly preferred
- 2+ years of program management and supervisory experience
- Excellent administrative and organizational skills
- Able to perform work efficiently and accurately with minimal supervision
- Experience working with immigrant and indigenous speaking families a major plus
- Strong computer skills in MS office (incl. Excel and PowerPoint), Google workspace, project management tools (such as Asana or others); familiarity with SalesForce a plus

#### **Physical demands:**

- Work schedule will include 1-2 evenings/week and occasional weekends
- This position is in-person at Masa's office, and may require local travel to other settings at times (e.g. Masa community events, etc.)
- Light to moderate carrying of program materials is required
- CPR and First Aid Certification or willingness to obtain
- Willingness to be fingerprinted and complete a background check
- COVID-19 vaccination is required

#### **Compensation:**

\$65,000-\$70,000 annually, depending on experience

#### **To apply:**

Submit a cover letter, resume and writing sample to [jobs@masany.org](mailto:jobs@masany.org). Place "Programs Manager" in the subject line of your e-mail.

