



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. Place "Programs Manager" in the subject line of your e-mail.

