



**COMMUNITY BRIDGES, INC.**  
**(Full-Time, 40 hours/week)**  
**Elementary School and Family Program Manager Job Description**

*Community Bridge, Inc. empowers girls from diverse backgrounds to become exceptional students, positive leaders and healthy young women. We do so by addressing the developmental needs of immigrant and minority girls and their families living at or below the federal poverty level in Montgomery County, Maryland. Our integrated 4<sup>th</sup> through 12<sup>th</sup> grade after- and out-of-school Girls Program supports the growth of our young women by helping them understand their potential and life choices, learn creative strategies to become leaders, and break their family's cycle of poverty using education as a vehicle.*

*Community Bridges seeks an energetic self-starter for our Elementary School and Family Program Manager. This is an excellent opportunity for someone who seeks a career in a nonprofit delivering positive youth development programming and building a robust family program. The individual will report to the Executive Director and will work with the Community Bridges Elementary School Girls Program and the Community Bridges Family Institute.*

**Program Management - CB Girls Elementary School Program Responsibilities:**

- Serve a minimum of 75 girls in grades 4-5 from local program partner schools in Montgomery County.
- Create and implement interactive, age-appropriate curriculum that builds *Exceptional Students, Positive Leaders and Healthy Young Women*, according to Community Bridges' curriculum guidelines for girls in grades 4-5.
- Facilitate weekly after-school elementary school programming at program partner sites in Montgomery County.
- Work with the Executive Director to refine elementary school programming based on best practices and pre and post assessments from CB girl participants.
- Coordinate educational learning opportunities and field trips offered by CB staff, volunteers and professionals.
- Provide individualized support to every CB elementary school girl as needed.
- Maintain elementary school curriculum activity outline and curriculum manual for CB staff and volunteers.
- Update database evaluation records on program activities, development of girls and prepare written materials and reports as needed.
- Collaborate with Community Bridges team to create and implement additional girl focused programs, conference, events and community projects.

**Program Management—Community Responsibilities:**

- Collaborate with Executive Director to build CB's presence and raise profile in schools and within the immediate surrounding bordering communities (e.g. PTAs, community centers).
- Develop relationships with key school personnel, primarily principals and counselors.
- Work in collaboration with school staff regarding recruitment and retention efforts.
- Maintain contact with school personnel on monthly basis or more as needed to discuss girls' progress and any necessary support.
- Maintain relationships with community partners and seek opportunities to expand CB's network to enhance program offerings.

**Program Management - Family Institute Responsibilities:**

- Collaborate with the CB Middle School and High School Program Managers to provide individualized family support through home visits and phone calls as needed.
- Coordinate and plan monthly family workshops and events for CB families.



**community**<sup>®</sup>  
**bridges** Empowering Girls,  
Building Leaders for the Community

- Recruit family members to serve on the CB Parent Advisory Committee.
- Coordinate and conduct monthly meetings with the CB Parent Advisory Committee.
- Conduct interviews and focus groups to evaluate the CB Family Institute and implement changes as necessary.
- Update database and evaluation records on the family program and prepare written reports as needed.
- Keep a log of communication contacts with Families
- Research best practices in Family Engagement for Out of School programs

***Internal Operations Responsibilities:***

- Work the Community Bridges team to develop and implement events, including open houses and various girl and family events.
- Ensure collection and entry of demographic, attendance, outcome and evaluation data into database.
- Draft monthly reports on activities and outcomes in each school.
- Attend staff meetings, supervision and professional development training.

**Qualifications:**

- Able to speak, write and work proficiently in English; Spanish proficiency is **MUST**
- Demonstrated commitment to positive youth development, social justice and social change
- BA in education, family studies, gender studies, sociology, social work or related field
- At least 2 years of experience working with pre-adolescent and adolescent girls
- Experience facilitating diverse groups with varied learning styles
- Self-starter who identifies leadership opportunities within organization
- Is creative, ethical, and able to work collaboratively and independently
- Demonstrated ability to meet deadlines and manage time accordingly
- Must pass a criminal background check and have clean driving record
- Experience in community organizing and project planning ideal
- Evening and weekend work required. Must have reliable transportation to get to and from programs.

**TERMS:** This is a full-time exempt position. In addition to an excellent benefits package, and consideration for a flexible work schedule, Community Bridges offers leadership training and professional development opportunities. Salary is commensurate with experience. Please send a letter of interest and resume to: Community Bridges, 8757 Georgia Ave, Suite 540, Silver Spring, MD 20910, **or e-mail to [sbabethomas@communitybridges-md.org](mailto:sbabethomas@communitybridges-md.org)**. Women, minorities and residents from underserved communities are strongly encouraged to apply. **Community Bridges, Inc.** does not discriminate on the basis of race, color, religion, sex, national origin, disability, or sexual preference.