



COMMUNITY BRIDGES, INC.
(Full-Time, 40 hours/week)
High School Program Manager Job Description

Community Bridges, 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 young women and families living in under-resourced communities in Montgomery County, Maryland. The CB Girl's program encourages girls in 4th through 12th grades to explore their identity and self-esteem, and to build their character in a safe space. Through our program girls develop personal responsibility, confidence, and leadership using a tested, grade integrated curriculum.

Community Bridges seeks an energetic self-starter for our High School Program Manager. This is an excellent opportunity for someone who seeks a career in a nonprofit delivering positive youth development programming to girls in grades 9-12. The individual will report to the Program Director and will work with the Community Bridges High School Program, Community Bridges College and Career Program and the Community Bridges Mentoring Program.

Position reports to: Deputy Director of Programs

Program Development and Implementation

- Design program initiatives with the High School team in support of meeting existing and developing internal/external goals/contractual obligations.
- Plan and Develop curriculum and program for the CB Girls High School Program.
- Evaluate short-term and intermediate program outcomes through pre and post assessments and surveys of all high school participants.
- Facilitate the CB girls program at 4-8 high schools in Montgomery County, Maryland.
- Connect and collaborate with outside organizations to integrate programs and opportunities for enrichment to the high school program.
- Develop and plan field trips, educational learning opportunities, social events and special activities in keeping with overall program goals.
- Contribute to the grant reporting process as it relates to program development and management of the CB Girls Program.
- Support in creating and implementing programs that fulfill grant obligations across High School programs.
- Oversee enrollment process for a minimum of 25-30 girls per high school.
- Oversee implementation of individual participant plans through one-on-one check-ins.
- Monitor and address issues of attendance and attrition and conduct outreach efforts to engage all CB high school girls.
- Conduct communication with CB high school girls and parents.
- Check-in with CB high school participants progress and assist them in troubleshooting barriers to completion of goals.
- Assist girls in meeting their educational goals including attending weekly tutoring and homework help.
- Plan, develop and maintain the Racial Equity and Inclusion Program Committee and maintain a minimum of 10-15 committee members.

Staff Supervision



- Provide individual, weekly supervision to: AmeriCorps member(s), High School Program Intern(s) and CB Girls Program volunteer(s).
- Plan for and facilitate weekly high school team meetings and help to create a supportive team environment.

Administration

- Collect data and compile program reports.
- Maintain high school records through database management: Ensure timely entry for all program data.
- Ensure timesheet(s) are completed and turned in on time
- Manage basic program budget decisions.
- Collaborate on monthly reports.
- Attend staff meetings and professional development training(s).
- Collaborate and track CB girls progress towards post-secondary success.

Skills, Knowledge and Abilities

- Strong management skills.
- Ability to build rapport with CB girls and families.
- Knowledge of positive youth development approaches.
- Must be enthusiastic about community-based work and youth development.
- Ability to build and maintain relationships with external partners and organizations.
- Demonstrated experience developing and implementing curriculum.
- Excellent verbal and written communication skills
- Detail-oriented with proven ability to keep accurate records
- Strong organizational, planning, and problem solving skills.
- Ability to work independently and collaboratively.

Education and Qualifications

- Bachelor's required.
- 2-3 years working in the field of social work or youth development.
- English/Spanish, Bilingual preferred.
- Must pass a criminal background check and have a clean driving record.
- Evening and weekend work required. Must have reliable transportation to get to and from programs.
- Must have a valid drivers license.
- Ability to write and speak fluent Spanish is preferred.

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 range is \$40,000-\$45,000. Women, BIPOC and residents from under-resourced 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.

If you're interested in applying: Please send a letter of interest and resume to: Shannon Babe-Thomas, Executive Director at sbabethomas@communitybridges-md.org. Women, minorities and residents from under-resourced 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.