



COMMUNITY BRIDGES, INC.

(Full-Time, 40 hours/week)

Learning Access Program Manager Job Description

***Community Bridges, Inc.** empowers girls from under-resourced communities to become resilient young women who thrive as students, engaged community members, and confident leaders.. Through year-round academic, leadership, wellness, and family engagement programs, Community Bridges supports girls in grades 4–12 and their families in under-resourced communities across Montgomery County, Maryland. Our programs provide a safe and empowering environment where girls build confidence, develop leadership skills, strengthen their academic success, and prepare for college, careers, and lifelong achievement.*

Community Bridges seeks an energetic, organized, and relationship-driven professional for the position of Learning Access Program Manager. The Learning Access Program aims to ensure CB girls develop academic self-efficacy and receive the learning accessibility support they need to succeed. Through a partnership with the Weinfeld Education Group, we pair interested families with expert educational consultants, who help parents advocate for their children's educational needs. Additionally, we provide tutoring services to LAP families through a partnership with the Siena School. This is an excellent opportunity for someone passionate about educational equity, positive youth development, and family engagement. The individual will report to the Executive Director and will oversee the Community Bridges Learning Access Program (LAP) and support services to families.

Position reports to: Executive Director

Program Development and Implementation

- Oversee and manage the Community Bridges Learning Access Program (LAP), serving students and families across multiple school partnerships.
- Design, implement, and evaluate program initiatives in collaboration with school partners, community organizations, and the LAP Advisory Committee.
- Coordinate partnerships and communication with schools, educational advocates, tutors, and families to support student academic success.
- Onboard and retain students and families participating in the Learning Access Program.
- Monitor participant progress through one-on-one check-ins, goal setting, and individualized support plans.
- Coordinate scheduling of educational testing, tutoring, advocacy meetings, and academic support services for participating students.
- Support girls in meeting educational goals including attendance, homework completion, tutoring participation, and school engagement.
- Track and evaluate program outcomes through surveys, assessments, and data collection.
- Contribute to grant reporting and program evaluation related to educational and family engagement initiatives.
- Collaborate with the Community Bridges Girls Program team to support organizational goals, grant deliverables, and participant engagement.
- Serve as an advocate for students and families within school systems and educational settings.
- Attend school meetings as appropriate to support families in accessing educational services and accommodations.
- Maintain up to date knowledge of educational rights, special education processes, and available community resources.



Family Engagement

- Develop and implement a comprehensive family engagement strategy that empowers parents and caregivers to advocate for their children's educational success.
- Build strong, trusting relationships with families through regular communication, home visits when appropriate, and individualized support.
- Coordinate, schedule, and facilitate regular meetings with parents, WEG advocates, and CB student
- Maintain ongoing communication with families regarding student progress, attendance, academic goals, and available support services.
- Provide bilingual outreach, information, and referrals to families regarding educational resources, school services, and community-based supports.
- Coordinate family workshops and trainings on topics such as navigating the school system, special education services, academic success and community resources.
- Facilitate parent leadership opportunities that encourage families to become active participants in their children's education and school communities.
- Support families in preparing for and participating in school meetings, including parent-teacher conferences, Individualized Education Program (IEP) meetings, 504 meetings, and other educational planning meetings.
- Identify barriers to student success and connect families with appropriate resources and services to address those barriers.
- Collaborate with Community Bridges staff to ensure family engagement efforts align with organizational goals and participant needs.
- Track family engagement participation and outcomes to measure program impact and support grant reporting.

Administration

- Maintain accurate participant records and ensure timely data entry and documentation.
- Collect data and compile reports for grants, partnerships, and internal evaluation.
- Collaborate on monthly program and organizational reports.
- Ensure timesheets and administrative responsibilities are completed on time.
- Attend staff meetings, training, professional development opportunities, and community partner meetings.
- Support additional organizational initiatives and events as needed.

Skills, Knowledge and Abilities

- Knowledge of Montgomery County Public Schools (MCPS) systems and resources preferred.
- Experience supporting multilingual and immigrant families preferred.
- Knowledge of special education processes, IEPs, and 504 plans preferred.
- Experience facilitating workshops and trainings for adults and families.
- Proficiency with data management systems and Google Workspace.
- Strong program management and organizational skills.
- Passion for youth development, educational equity, and community-based work.
- Ability to build rapport with girls, families, school staff, and community partners.
- Knowledge of positive youth development and family engagement approaches.
- Excellent verbal and written communication skills.



- Strong relationship-building and partnership development skills.
- Demonstrated experience developing and implementing curriculum or educational programming.
- Ability to manage multiple projects and deadlines effectively.
- Detail-oriented with strong problem-solving and data management skills.
- Ability to work both independently and collaboratively in a fast-paced environment.

Education and Qualifications

- Bachelor's required.
- 2+ years work experience.
- Must pass a criminal background check and have a clean driving record.
- Evening and weekend work required. Must have reliable transportation.
- Must have a valid drivers license.
- Must speak Spanish

TERMS: This is a full-time exempt position with a salary range of \$40,000–\$45,000, commensurate with experience. In addition to a comprehensive benefits package, Community Bridges offers a flexible work environment, leadership training, and professional development opportunities that support personal and professional growth. Women, BIPOC individuals, and residents of under-resourced communities are strongly encouraged to apply. Community Bridges, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, or any other protected characteristic under applicable law.

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.