



Program Manager - School Relationships

Objective: Adopt A Class (AAC) is seeking a Program Manager who will focus on partnerships with teachers and school administrators in the Adopt A Class program. AAC is a Cincinnati based non-profit, for-impact organization dedicated to connecting businesses and civic groups with students in our economically challenged schools. Our volunteers bring engaging and educational group activities to their mentee classroom once a month. We imagine a Greater Cincinnati where all students have access to mentors who expose them to a breadth of life and career experiences, so they can unleash their full potential.

Reports To: Mentor Education & Relationship Manager **Job Type:** Full-Time

Primary responsibilities include but are not limited to *(please know that our work is closely tied to the school year and therefore priorities shift depending on the time of year):*

- **School Partnerships:** Responsible for building and managing relationships with school partners. This includes orienting teachers, meeting with administrators, and strategizing with resource coordinators.
- **Content Creation:** leads the creation of activity creation, newsletter distribution and other curriculum related materials.
- **Account Support:** Assists mentor teams in providing a meaningful experience for all volunteers, including attending school visits, managing the annual field trip grant, etc.
- **Data Tracking:** Assists in the management of Salesforce (customer management system) and the Adopt of Class Mentor Tracker (volunteer participation tracking tool), including the data collection, entry and reporting.

Required Qualifications:

- 4-year degree or 2-year degree with 3+ years professional experience in a school setting
- Passionate about our Adopt A Class mission, ending childhood poverty, and providing access to education for all
- Excitement about working with diverse populations and groups
- Ability to handle multiple project assignments and adapt to changing priorities in a fast-paced, results-oriented environment
- Self-motivated and detail-oriented
- Flexible demeanor and comfortable working with changing priorities
- Excellent verbal and written communication skills
- Strong organization and collaborative skills
- Honest, dependable, and responds quickly to inquiries

- Has a personal vehicle, valid driver's license and current insurance
- Ability to obtain a Cincinnati Public Schools Id; background check is required

Preferred Qualifications

- 4-year degree in Education or other human services related field
- Familiarity with graphic design, web development and video creation is a plus.
- Experience with management tools like Salesforce, Buffer, Constant Contact
- Experience with Adobe product suite especially InDesign, Muse, Photoshop, and Dreamweaver

Compensation:

- Qualified candidates will earn between \$35,000 and \$40,000
- Will receive mileage reimbursement as well as cell phone and internet stipend
- Eligible to participate in Adopt A Class retirement plan

Apply: Email cover letter and resume to Marie Rusincovitch, COO at marie@aacmentors.org

At Adopt A Class, we have an organizational culture that celebrates diversity, inclusion and equity. We welcome applications from diverse candidates who want to have not just a seat at the table but also a strong voice in the work towards our mission.

Adopt A Class is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.

Adopt A Class, 3805 Edwards Rd, Cincinnati, Ohio 45209 | www.aacmentors.org