



## Program Manager- School Relationships (Part-time)

**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:** Chief Operating Officer **Job Type:** Part-Time

**Primary responsibilities include but are not limited to** (*please know 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.
- **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.
- **Volunteer Management:** Responsible for building and managing relationships with a small account of our volunteer teams and providing guidance and support to them in their implementation of our program.

### Required Qualifications:

- 4-year degree or 2-year degree with 3+ years professional experience in a school setting
- Passionate about the Adopt A Class mission, childhood poverty and access to education
- Excitement for working with diverse populations and groups
- Ability to handle multiple project assignments and adapt to changing priorities in a fast-paced result-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 required

#### Preferred Qualifications

- Teaching credential
- 4-year degree in Education or other human services related field
- Experience with management tools like Salesforce, Buffer, Constant Contact
- Relationships in the Greater Cincinnati school systems
- Understanding of Community Learning Center model

#### Compensation:

- Qualified candidates will earn between \$20,000-\$24,000
- Will receive mileage reimbursement as well as cell phone and internet stipend

**Apply:** Email cover letter and resume to Marie Rusincovitch at [marie@aacmentors.org](mailto: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](http://www.aacmentors.org)