



Program Manager (2 positions)

Position Summary:

Adopt A Class is seeking two additional Program Managers who will work to ensure programmatic success through the School Management Model, design programming within a grade band (K-2, 3-5, or 6-8), develop curriculum and effective implementation, and build community partnerships. The manager will be responsible for building and managing relationships with school partners and mentor teams serving school partners. Programmatic monitoring and evaluation as well as grant management and oversight are desired.

About Adopt A Class

Adopt A Class connects businesses and civic groups with students in our economically challenged schools. By pairing teams with individual classrooms, our adult mentors expose the students to a breadth of experiences and training to be job and career ready. We envision a Greater Cincinnati where all students have access to caring adults who expose them to a breadth of life and career experiences so they can unleash their full potential.

Reports To: Chief Executive Officer

Job Type: Full-Time

Essential Job Responsibilities:

School Based Program Management

- Manage an account of schools and mentor teams to provide a meaningful experience for students and mentor teams.
- Attend mentor team school visits to ensure high-quality programming is maintained.
- Provide coaching to mentor teams as needed on programmatic delivery.
- Develop and align STEAM, Career Exploration and Pathways, and Employability Skills curriculum provided to mentor teams for classroom activities and programming.
- Align corporate partnership individualized curriculum with program goals for implementation during mentoring sessions.
- Deliver onboarding mentor team trainings and refresher trainings.
- Oversee field trip implementation across programming to support all staff with team field trip planning.
- Track, monitor, and report progress using CRM system (Salesforce). Maintain accuracy of the database by documenting key touchpoints with contacts and accurately entering and tracking prospects.

Program Management

- Oversee programming design and implementation across one grade band to be decided during the hiring process. (K-2, 3-5, or 6-8)
- Deliver onboarding mentor team trainings and refresher trainings.
- Build and grow community partnership engagement and alignment with Adopt A Class programming.
- Oversee field trip implementation across programming to support all staff with team field trip planning.
- Collaborate to build robust monitoring and evaluation systems for programmatic design and impact for all stakeholders.
- Other duties as assigned, including occasional evening or weekend events.

Required Qualifications:

- 4-year degree with 4+ years professional experience
- Passion for Adopt A Class mission
- Excitement about working with diverse populations
- Ability to handle multiple project assignments and adapt to changing priorities
- Flexible demeanor and comfortable working with changing priorities
- Strong organization and collaborative skills
- Has a personal vehicle, valid driver's license and current auto insurance
- Ability to obtain a Cincinnati Public Schools ID (background check required)

Preferred Qualifications

- Curriculum Development
- Teaching Experience
- Grant Management
- Programmatic Monitoring and Evaluation
- Experience with software platforms such as Salesforce, CRM, and Microsoft 365

Compensation & Benefits:

Salary range is \$44,000-\$50,000

- Mileage reimbursement
- Cell phone and internet stipend
- Simple IRA with employer match
- Health insurance with employer participation
- Life Insurance
- Flexible work schedule and environment
- Permissive leave PTO policy
- Annual Professional Development opportunities

Apply: Email cover letter and resume to Sonya Fultz, CEO at sonya@aacmentors.org

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.
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