



Program Manager, Curriculum and Workforce Readiness

Position Summary:

Adopt A Class (AAC) is seeking a Program Manager to help with development of curriculum components and basic standards alignment of the AAC School Management Model. This model is focused on supporting industry teams in delivering a program that aids students in identifying their strengths, understanding career opportunities and formulating pathways for high school and post-high school employment. All AAC staff assist in managing school-based teams and building community partnerships. The Manager will be responsible for building and managing relationships with school partners and mentor teams serving school partners in the Northern Cincinnati, and Butler County areas. 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 schools serving underserved communities. 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 region where all students have access to caring adults who show them the breadth of life and career experiences so they can unleash their full potential.

Reports To: Director of Programs

Job Type: Full-Time

Location: Cincinnati based hybrid role with school management in Butler County

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. Some coaching as needed.
- Facilitate the development and implementation of individualized industry/corporate curriculum aligned with program goals
- Assist with onboarding mentor teams. Conduct trainings and refresher training as needed.
- Track, monitor, and report team progress and status using CRM system (Salesforce).

Program Management

- Facilitates an alignment of AAC program and individual curriculum components to state initiatives and workforce pathways.
- Develop new curriculum as appropriate to implement across grades.

- Convene stakeholder groups to engage across programming to ensure regular feedback and engagement with Adopt A Class initiatives.
- Build and grow community partnership engagement with AAC
- Participant, monitor, and implement some or parts of AAC grant initiatives
- Develop and document AAC Program benchmarks, including designated metrics required for grants and multiple stakeholders.
- Collaborate to build robust monitoring and evaluation systems of program design and impact for
- Other duties as assigned, including occasional evening or weekend events.

Required Qualifications:

- 4-year degree with 4+ years professional experience
- Ability to work with diverse populations
- Ability to handle multiple project assignments and adapt to changing priorities
- Flexible demeanor and comfortable working with changing priorities
- Strong organizational 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)
- Must be available to work some nights and weekends.

Preferred Qualifications 

- Has developed curriculum
- Group Facilitation Experience and/or Training
- K-12 educational experience
- Teaching or Training experience
- Grant Management or Writing
- Programmatic Monitoring and Evaluation education
- Experience with software platforms such as Salesforce, CRM, and Microsoft 365



Compensation & Benefits:

Salary range is \$48,000-\$52,000

- 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.

Adopt A Class, 3080 Exploration Avenue, Cincinnati, Ohio 45206 | www.aacmentors.org