

## Job Description

**Job Title:** Community Partnership School Expanded Learning Manager

**Supervisor:** Director, Community Partnership School

**Classification:** Full Time, Non-Exempt

**Salary Range:** \$42,000 - \$46,000

**Location:** Lee, Hendry, and Glades Counties

**Application Deadline:** July 31, 2024

**Submit Cover Letter and Resume:** [Angela@UnitedWayLee.org](mailto:Angela@UnitedWayLee.org)

### **About United Way of Lee, Hendry, and Glades:**

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an \$16 million nonprofit social services organization, with 75+ employees in five locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

### **United Way of Lee, Hendry, and Glades is an exceptional workplace that provides:**

- **Collaborative Environment:** Work alongside smart, passionate, and enthusiastic team members and volunteers.
- **Diverse Workforce:** Engage with a diverse staff and a broad range of stakeholders.
- **High-Performance Culture:** Thrive in a culture with high-performance expectations and accountability.
- **Challenging Work:** Take on exciting and challenging projects.
- **Community Impact:** Contribute to solving the community's toughest problems.
- **Competitive Compensation:** Enjoy competitive pay, based on your performance and experience.
- **Comprehensive Benefits:** Receive paid health and dental insurance, a 401k plan, and monthly accrued vacation and sick leave.

**Job Summary:**

Assist the Community Partnership School Director with administrative tasks, including correspondence, scheduling, and database management. Support the entire grant process, encompassing monitoring, financial tracking, and agency oversight. Develop and manage expanded learning and enrichment programs, working closely with partner agencies to build relationships, implement programming, and ensure program effectiveness.

**Essential Functions**

1. Oversee daily Community Partnership School operations.
2. Support partner agencies providing programs, services, and/or resources at the Community Partnership School.
3. Manage scheduling of meetings, appointments, and other school functions for the Community Partnership Schools team.
4. Implement and oversee expanded learning opportunities at the Community Partnership School.
5. Research and implement best practices for educational and social-emotional support.
6. Track data and manage deliverables to meet funding requirements, as set forth by grant funders.
7. Collaborate with key core partners of the Community Partnership Schools program, including the University of Central Florida, the School District of Lee County, Florida Gulf Coast University, and Lee Health.
8. Participate in training and site visits related to Community Partnership School development.
9. Coordinate, facilitate, and participate in Community Partnership School's cabinet, council, and team meetings.
10. Engage in community outreach events to promote the Community Partnership Schools program.
11. Act as a liaison to the network of United Way agencies to identify potential programs and partners.
12. Prepare and monitor monthly reports due to the University of Central Florida, other funders, and partners.
13. Serve as VITA Site Manager for all 3 United Way Community Partnership Schools.
14. Complete, pass, and maintain trainings and certifications.
15. Coordinate logistics for tax preparation sites, ensuring all necessary equipment and supplies are available.
16. Adhere to IRS procedures and maintain the confidentiality of sensitive client documents.
17. Maintain and update the relevant databases in DaySmart, Outlook, spreadsheets, iCarol, Andar, Galaxy, Learning Circle, and any other tracking mechanisms.
18. Work with multiple departments to achieve individual and departmental goals.
19. Assist the Community Partnership School team with goal achievement.

**Direct Reports:** None

**Supervisory Responsibilities:** Responsible for supervising Community Partnership School interns and expanded learning volunteers. Responsible for managing the CPS (Community Partnership Schools) staff and office in the absence of the Director.

**Other Duties:** Please note this job description is not designed to contain a comprehensive listing of activities, duties, and/or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Qualifications:** The following requirements are representative of the knowledge, skill, and/or ability required to satisfactorily perform the essential job duties.

**Knowledge** of Relationship Building, Community Relations, and Project Implementation and Management.

**Interpersonal Skills: Excellent** active listening and interpersonal skills required. Strong problem solving, critical thinking, prioritization and judgment skills required.

**Language Skills:** Ability to write reports and business correspondence. Ability to present information and respond to questions from groups of diverse organizational employees, managers, and senior-level decision-makers.

**Computer Skills:** Requires knowledge of MS Office software and database programs.

**Presentations Skills: Public** speaking may be required.

**Licenses:** Valid Florida Driver's License, with a driving record that meets our insurance guidelines.

**Other Skills: Problem** solving capabilities and cultural diversity skills. The ability to handle confidential information appropriately. Strong administrative and operational skills essential.

**Education and/or Experience:** Minimum of Bachelor's degree, or comparable work experience. At least two years of experience in a school or community setting. Customer service and social service experience preferred.

**Licenses:** Valid Florida Driver's License.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk, and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/ or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Requires talking, hearing, and visual acuity sufficient to perform these major functions. Sometimes, this position's work is spent at offsite meetings or event locations within Lee, Hendry, or Glades County, as well as statewide events, as required by the University of Central Florida Center for Community Schools.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, including occasional off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers. This is a full-time position. Days and hours of work are Monday through Friday, typically weekday mornings and afternoons. Evening and weekend events may be required as job duties demand.

**United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in undue hardship.**

**Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.**

**I understand and agree to the duties and expectations of my role as outlined in this job description.**



Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revision Date: June 2024

