**Educational Program Director**

EduCare Foundation is seeking a dynamic and creative Educational Program Director to lead the growth of our youth education programs. The Program Director will be responsible for expanding existing programs, developing innovative new programs offered in collaborative partnerships with school districts, schools and youth serving agencies, delivering programs to students, teachers and parents, and managing the Program Department team.

About EduCare

Established in 1990, the EduCare Foundation is a 501 (c) (3) educational organization providing high quality after school academic, enrichment, and student success programs to low-income youth. EduCare’s nationally recognized programs have resulted in preventing destructive social behaviors such as substance abuse, violence, and crime, while promoting healthy relationships in the home, at school, and in the community. Since inception, EduCare has assisted over 95,000 youth in becoming high achievers and successful young leaders.

Position Responsibilities

* Build relationships and liaise with clients, school administrators, and stakeholders to select programs and schedule dates for events to fulfill EduCare’s contracts.
* Facilitate events for students, teachers and parents, including ACE Programs, Leadership events, and other workshops and programs.
* Recruit, train, and manage EduCare program facilitators.
* Develop curriculum including research, design and implementation of new programs, including online access to curriculum and resources.
* Interact closely with the Event Production Department to ensure the quality delivery of programs and events.
* Attend meetings, conferences and events as EduCare’s representative. (i.e., Los Angeles County Office of Education, LAUSD, Beyond the Bell, etc.)
* Track and analyze data about programs and events on Filemaker Pro database and maintain shared program files on Dropbox.

Skills Required

* Clear alignment with EduCare’s mission.
* Well experienced in the field of youth development, social-emotional learning, and transformational education.
* Expertise in large and small group facilitation: Competent in designing and leading professional development trainings for educators, parent workshops, and student success programs.
* Excellent relationship building: Establish and develop positive working relationships with others, both internally and externally, to achieve the goals of the organization.
* Effective communication skills: Speak, listen and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
* Creative and innovative: Develop new and unique ways to improve existing programs and create innovative opportunities for our students, teachers and parents.
* Ability to focus on client needs: Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations within our organizational structure.
* Exceptional ability to foster teamwork: Work cooperatively and effectively with others to set goals, resolve issues, and make decisions that enhance EduCare’s effectiveness.
* Exemplify dynamic leadership: Positively influence and manage others to achieve results that are in the best interest of the organization.
* Effective decision making: Assess challenging situations and risks to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the issue.
* Mastery in managing and tracking multiple projects to completion and consistently meeting timelines.

Educational and Experience Requirements

* University or college degree required. Advanced degree preferred.
* 5 years experience in educational environment; particularly in teaching and or group facilitation for older youth (ages 13-18).

Working Conditions

* Program Director works in office environment in the Van Nuys, CA central office, with time also spent in events and with clients.
* Program Director reports to the President and is a contributing member of EduCare’s Management Team.
* Program Director works a standard work week but may be required to work some evenings and weekends to participate in program activities.

Salary and benefits

* Salary dependent on qualifications.
* Health and vision insurance offered.

*If interested, please submit a resume to:*

Katherine Hall, Director of Operations

katherine@educarefoundation.com