



# Computers for Youth

We Bring Learning Home

**Position:** Program Manager, CFY-Los Angeles

**Location:** Los Angeles Office

**Start Date:** August 9, 2010

## ABOUT COMPUTERS FOR YOUTH

CFY is the nation's leader in improving the Home Learning Environment of low-income school children. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.

Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement.

To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of more than 30 organizations in more than 20 states and the District of Columbia. For more information, please visit [www.cfy.org](http://www.cfy.org).

## CFY-LA Overall Objectives

- Serve approximately 15,000 families in 25-30 assigned schools by providing free home learning centers, training, and bi-lingual help desk support, with the goals of strengthening the home learning environment and promoting family broadband adoption.
- Provide Professional Development for partner teachers at each of our partner schools.
- Maintain a positive team environment, where all staff perform with excellence at their highest potential.

## POSITION DESCRIPTION

The **Program Manager** will oversee the Take IT Home Program and school relations for approximately 15 schools. The Program Manager will work closely with a team of Program Managers and Program Coordinators and directly report to a Senior Program Manager.

## KEY RESPONSIBILITIES

### *School Relations and Workshop Logistics*

#### **Ensure effective implementation of CFY programs with assigned partner schools:**

- Manage relationships with assigned CFY partner schools:
  - Serve as the CFY relationship owner with project staff from partner school, with primary responsibility for school satisfaction and program outcomes.
  - Schedule and attend partnership, logistics and evaluation meetings.

- Coordinate and conduct student outreach days at CFY partner schools; this includes giving presentations to groups of 20-200 students.
- Lead partner school's teacher professional development.
- Manage Take IT Home program logistics with assigned CFY partner schools.
  - Oversee all preparatory work leading up to Family Learning Workshops.
  - Serve as the site manager for 3-4 Take IT Home workshops per month during the school year: coordinate workshop activities, oversee workshop staff, Family Trainers and volunteers, provide a welcome address to the families, and problem solve as needed to ensure that workshops run smoothly.

### ***General Program Responsibilities***

- Participate in CFY-LA weekly program meetings, staff meetings, off-site trainings and retreat.
- Manage up, by being proactive and keeping manager informed of changing priorities.
- Work collaboratively with other team members to achieve overall team goals.
- Contribute new ideas regarding CFY's program.
- Understand and communicate the mission to staff, clients, donors, and other stakeholders.

### **Other duties as necessary**

***Note: From October-May, this position is primarily a Tuesday-Saturday position with exceptions on most holiday weekends.***

### **CANDIDATE QUALIFICATIONS**

#### **Required:**

- Passion for CFY's mission
- Bachelor's degree
- 1-2 years experience in program management
- Proven organizational and problem-solving skills
- Demonstrated experience leading large presentations and/or training sessions
- Very detail oriented with strong writing skills
- Strong relationship or "people" skills, including proven experience managing relationships with highly experienced professionals
- Demonstrated ability to work independently and with minimal oversight
- Capacity to thrive under pressure while working on multiple tasks and projects
- Ability to set priorities for self, team and peers, and adjust when priorities change
- Proficient using all Microsoft Office applications including Word, Excel, and Outlook

#### **Preferred:**

- One or more of the following:
  - Experience working with public schools and/or districts
  - Experience working with low-income communities
  - K-12 teaching background
  - Experience managing teams
  - Experience in event management and/or planning

### **COMPENSATION AND BENEFITS**

Compensation will be highly competitive and commensurate with experience. CFY also offers a generous benefits package.

**TO APPLY**

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, stating how you heard about this opportunity and your current/most recent salary, to [jobs@cfy.org](mailto:jobs@cfy.org) using the following conventions:

Subject line: Program Manager Search

Cover Letter: yourfirstname\_yourlastname\_coverletter.doc

Resume: yourfirstname\_yourlastname\_resume.doc

Writing Sample: yourfirstname\_yourlastname\_writingsample.doc

Applications will be reviewed on a rolling basis.

Computers for Youth is an Equal Opportunity Employer