



Program Manager, DCSRN Position Description

Parents in DC have a high degree of choice in selecting a school. ***For choice to work however, it must be equitable.*** With so many options and little support, families from underserved communities find themselves unable to participate in the system. DCSRN's signature program, the High Quality Schools Campaign (HQSC), provides free school choice application support for families from the most underserved communities in DC. HQSC consists of multiple components: Parent Advocates, the HQSC curriculum, and virtual school tours. Parent Advocates guide and support families through the application and enrollment process, tailoring their support to each family's specific needs.

Position Summary

The Program Manager is responsible for implementing the HQSC, including managing a team of Parent Advocates, leading training sessions, and managing program data. The Program Manager will also support other aspects of DCSRN's work including, grant management and reporting, public policy and communications. This position reports to the Program Director.

Areas of responsibility include, but are not limited to:

- Lead and manage a team of Parent Advocates for the HQSC
- Ensure and manage data accuracy using Salesforce
- Manage and present program data from the HQSC
- Develop and lead training sessions for Parent Advocates and volunteers
- Support grant writing and management
- Support the creation/development of presentations, policy briefs, and other materials
- Conduct background research and data analysis to inform policy positions and evaluation

Education and Experience

- Bachelor's degree required, MA preferred
- 4+ years professional or related experience
- Experience in education, direct service, and/or program management

Skills and Abilities

- Excellent project management skills with meticulous attention to detail
- Strong writing skills
- Proficient in understanding and applying quantitative and qualitative data
- Strategic thinker/outcome driven
- Competence in the use of Salesforce
- Competence in working with diverse populations
- A commitment to equity
- Competence in Spanish

Supervision

Position reports to Director of Programs & Communications.

Compensation and Benefits

Excellent benefits, salary commensurate with experience.

Contact and Directions

Please send a cover letter, resume and three references to hire@dc-schoolreform.org as *one complete document* with "Program Manager Application" in the subject line. Please save documents clearly listing your first name, last name and name of document (e.g., "JaneSmith_ProgramManager_Application"). No phone calls.