



POSITION TITLE: Manager of Education and Public Health (Part-time)

RESPONSIBLE TO: Chief Executive Officer (CEO)/ President

JOB DESCRIPTION: Manager of Education and Public Health will be responsible for overseeing the organization's Education, Public Health and Community Services projects and grants. Provide the day-to-day operations, curriculum coordination, contract development and tracking of revisions, coordinates and manages communication between program, grants management and finance, as needed. The Manager of Education and Public Health is a strategic problem-solver who identifies and provides appropriate solution options to the co-managers of the organization by managing day-to-day program activities under the Education and Public Health grants. This will include managing volunteer programs in the organization and ensure correct reporting. The Manager will also be responsible for a public relations campaign for the purpose of creating, bettering, or strengthening its relationship with the community or donors.

DUTIES AND RESPONSIBILITIES:

- Adhere to the Mission, Core values and Vision of Envision Community Services (ECS)
- Communicate job expectations; planning, monitoring, appraising and reviewing job contributions.
- Plan and review compensation actions; enforcing policies and procedures
- Contribute operations information and recommendations to strategic plans and reviews.
- Directs and leads all education staff including site coordinators, and teachers.
- Maintain positive and effective communication lines with and between the principal, assistant principal, school staff, parents, students, project and instructional staff and partners.
- With the support of the school principal, assistant principal, and staff coordinate logistics and facilitate appropriate infrastructure support.
- In partnership with the school leadership, responsible for the successful recruitment and retention of students and parents in the program.
- Prepare and complete action plans; implement production, productivity, quality, and client-service standards; resolve problems; complete audits; identify trends.
- Manages education to individuals about public health education which can include but is not limited to flyer distribution, media creator, guest on-sites presenter, and social media ambassador.
- Serve as community liaison and maintain relationships with key individuals in the community.
- Oversees the navigating systems through city portal, social services and collecting research data.
- Documents and leads all participants data through peer support and frequent communication/follow up utilizing a harm reduction approach.
- Directs staff in collaborating with community health and social service providers and partner agencies to identify barriers and service gaps.



- Conducts and leads outreach for and facilitates health promotion programming.
- Maintain the highest level of client/participants confidentiality, in person and in practice.
- Communicate with colleagues, supervisors and the public in a professional and empathetic manner.
- Collaborate with the CEO and Director in identifying and meeting project goals.
- Participate in ongoing professional development and related trainings as well as weekly team meetings.
- Supports Human Resources in interviewing and onboarding new staff members, dispute resolution, evaluations, and compliance with all appropriate mandates including creating interview questions.
- Leads and reports the organization's volunteer programs.
- Manage relationships with partnering organizations within your programs.
- Delegate leads and/or supervisors with daily tasks and administrative responsibilities.
- Develops and coordinates education, training for staff and participants services.
- Complies with all aspects of agency contracts, including regulations, policies and budgets
- Provides Fiscal support for the programs to ensure correct documentation, and requests are being recorded correctly and reporting as necessary.
- Involved in planning, supporting, and executing on fundraiser and major public events.
- Engages in public relations and marketing activities that promote the mission of Envision
- Accepts responsibilities of being a mandated reporter and acts in accordance with policies.
- Maintain records of all relevant projects, policies, invoices, and other delegated records
- Follow safety measures in all ECS activities.
- Maintains knowledge in current field by attending seminars, workshops and in-service.
- Maintains respect for all staff, partners and members
- Develops sponsored project proposals in compliance with sponsor guidelines.
- Initiates the routing and obtains appropriate approvals prior to proposal submission from Supervisors.
- Maintains files on all activities including information regarding client referrals and follow-ups.
- Conduct file audit accountability.
- Conducts presentations, research, and outreach to promote opportunities such as, internship, and job opportunities.
- Hosts and facilitates both in-person and virtual information sessions for teams as needed. Provides choices for teams and guides them in making positive decisions.
- Experience using virtual meeting platforms and webinar software strongly preferred
- Maintains all program data required records.
- Ensures accurate and timely effort reporting for project personnel.
- Discloses conflicts of interest when required.
- Ensures integrity of project.
- Collaborates and supports all organizational fundraising efforts.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Bachelors' degree or higher preferred/equivalent experience in management considered Experience in supervision of staff and customers.
- Proficiency in computer applications.
- Excellent communication skills.
- Tech skills and virtual management.
- Bilingual/bicultural (Spanish) desired.
- A vehicle and valid Illinois Driver's License required.
- Willingness to travel and work flexible hours required.
- Effective time management for both oneself and others, along with adaptability, is imperative for the successful delivery of job responsibilities.

GENERAL REQUIREMENTS:

Staff shall be able to demonstrate the skill and competence necessary to contribute to each youth's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

- Emotional maturity when working with youth and adults; Cooperation with the purposes and services of the program; Respect for youth and adults;
- Flexibility, understanding and patience;
- Physical and mental health that do not interfere with customer work responsibilities.
- Good personal hygiene;
- Frequent interaction with customers, business partners, and funding sources;
- Listening skills, availability and responsiveness to customers and management;
- Sensitivity to customers' socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities;
- Use of positive discipline and guidance techniques
- Ability to provide an environment in which customers can feel comfortable, relaxed, happy and involved in education, recreation, and other activities.

OTHER REQUIREMENTS:

- Must be able to travel to other locations as necessary
- Must be able to lift and move storage boxes and office supply materials
- Must be able to spend long hours sitting and using office equipment and computers
- Must be able to operate in an environment where interruptions can frequently occur

REQUIRED SCREENINGS/CHECKS/TRAININGS:

1. Drug screen
2. Mandated Report
3. Background Check
4. Fingerprinting
5. Driver's Record
6. Sexual Harassment Training



7. Non-disclosure Agreement

8. Any other internal trainings brought by ECS

EEO STATEMENT

Our organization is committed to providing equal employment opportunities to qualified individuals with disabilities. When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. ECS and subcontractors are committed to a policy that provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition, including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation; and to making all employment decisions so as to further this principle of equal employment opportunity.

SALARY/BENEFITS:

- Health benefits available
- Depends on experience starting at \$24 per hour

OTHER:

ECS is an “At-Will” employer and reserves its rights to practice as such. ECS can terminate your employment at any time, for cause or without cause. Your employment at ECS is at-will employment. No supervisor, manager or other representative or employee of ECS, other than the President/CEO, and then only in writing signed by him/her, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.