
Community Schools Partnerships Manager

FLSA Status: Non-Exempt

Prepared Date: 8.10.22

Hiring Manager Job Title: Senior Manager, Education

Job Level: Manager

Employment Status: Full-time Regular (Grant funded for one-year; possible extension based on future grant funds being secured)

Primary Location: Sacramento, CA

Salary range: \$64,943.18 - \$68,551.13

JOB SUMMARY:

The United Way California Capital Region (UWCCR) is creating valuable partnerships and stewarding initiatives that end poverty in the Capital Region. We engage a network of corporations, government agencies, nonprofits, and individuals to create lasting change for the greater Capital Region through our Square One Initiative. One of the keyways in which we do this is by focusing on providing intentional resources, partnerships, and supports to the schools present in the communities we serve.

UWCCR will be providing support over the next year to Washington Unified School District (WUSD) in West Sacramento. We envision launching at least two full-service community schools that will serve as neighborhood hubs that provide access to health care, mentoring, expanded learning programs, adult guidance, and other services that support the whole child, strengthen families, and improve community health.

To see this vision through, UWCCR will develop a community needs assessment tool and an implementation plan. This will be accomplished by creating a team of intentionally chosen individuals pulled from the school, student body, and surrounding community (parents, business owners, partner organizations, etc.). The team will meet monthly to build relationships with each other and other community stakeholders with the goal of collecting thoughts and feedback on current strengths and existing deficits, and to develop the infrastructure, activities, and partnerships to launch at least two full-service community schools. This information, paired with other data collection, will be analyzed and transformed into the implementation plan that will be used in upcoming years to guide the Community Schools creation. By engaging in this work, we hope to create long-term sustainable school environments that support the whole child and family and make schools the center of support services in the communities surrounding WUSD.

The Community Schools Partnerships Manager is responsible for building and maintaining relationships with key stakeholders across West Sacramento as it pertains to the Community Schools Needs Assessment planning. This position provides lead facilitation of meetings that

bring together diverse stakeholders to achieve the above stated goals and will be responsible for analyzing and synthesizing data into a detailed and cohesive implementation plan that will be used for the following steps of Community School Implementation in WUSD, which will include the application of funding to further the project.

ESSENTIAL FUNCTIONS:

- Facilitate community conversations and focus groups with diverse groups to share information and resources as well as collect information that will inform the planning and implementation of UWCCR's Community Schools Partnership project.
- Provide on the ground intelligence and serve as a brand ambassador when discussing UWCCR and WUSD's strategic effort towards creating Community Schools.
- Establish relationships and credibility among community leadership, advocates, business stakeholders, elected officials and residents.
- Provides leadership in making recommendations to Senior Manager, Education on how to best draft the Implementation Plan for Community Schools in WUSD.
- Collect and analyze key demographic and census data information that will contribute and support the Implementation Plan.
- Record and summarize community feedback to contribute and support the Implementation Plan.
- Provide intentional updates and feedback on the Implementation plan progress directly to the community of stakeholders to maintain transparent and intentional collaborative practices.
- Communicates with key internal and external stakeholders regularly in verbal and written form.
- Drafts written correspondence, e-mails, memos, reports and meeting minutes.
- Other duties as assigned which could include special projects or assignments with other departments.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication skills, verbal and written, including the ability to communicate well in a variety of settings with a variety of stakeholders.
- Experience or knowledge of community engagement best practices and/or Asset Based Community Development fundamentals.
- Experience acting as a lead group facilitator for a diverse group of individuals.
- Ability to develop strong rapport and relationships with stakeholders.
- Demonstrated strong interpersonal skills and the ability to create results through influence management.

- Experience working with diverse stake holders.
- Ability to develop and use creative and innovative methods and the judgment to know when innovation makes sense.
- Ability to use independent judgment and make sound decisions.
- Ability to effectively coordinate with other departments; marketing and resource development.
- Ability to appropriately represent United Way in public settings.
- Excellent proficiency in Microsoft Word, Excel, PowerPoint and Outlook.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- A combination of training and experience equivalent to completion of college level coursework for a degree in education or one of the social sciences and two years' experience with nonprofit, human services or government organizations.

DESIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in social services or a related field.
- Minimum three (3) years successful experience with nonprofit, human services or government organization.
- Excellent analytical skills.
- Strong problem solving and process management skills (uses rigorous logic methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; figures out the processes necessary to get things done; and knows what to produce and how to produce it).

PHYSICAL AND MENTAL REQUIREMENTS:

- Extensive communication with coworkers, potential donors, media and the public in settings ranging from one-on-one to large groups including formal and informal presentations, training sessions and question and answer sessions, and by telephone.
- Work in an office environment, move objects up to 40 pounds such as large binders, books, boxes, and small office equipment.
- Competence operating and adjusting office equipment such as telephone, computer, and calculator.
- Exercise sound judgement under high pressure settings.
- Willingness to travel locally and overnight via plane, train or private vehicle.
- Willingness to work evenings and weekends as necessary.
- Ability to maintain a professional appearance.
- Occasional exposure to dirt, dust, cold, heat.
- Constant public contact.
- Constant decision making and concentration.

SPECIAL REQUIREMENTS

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles, and adequate automobile insurance; possession and maintenance of a good driving record (as evidenced by freedom from multiple or serious traffic violation for at least a two-year duration) that does not contribute to an increase in UWCCR insurance rates.