



**Projecto Pastoral
at Dolores Mission**

Director of Community-School Impact (Full-Time) Job Description

Position Summary: The Director of Impact will support the community school team, including Community School Achievement Coordinators, Wellness Organizers, and Academic Case Managers, in successful implementation and evaluation of our community school approach at our various school sites in Boyle Heights. Our unique partnership between school, families, and community partners aims to ensure student success, leadership development, and the integration of academic and wellness strategies. The Director of Impact will oversee project management and operations, develop and sustain evaluation systems, streamline and improve current operation systems and expand our communication strategies. The Director will also provide targeted capacity building support to our core academic and wellness partners.

DUTIES AND RESPONSIBILITIES:

Ensure successful project management and operations

- ****Train, coach, and supervise staff and work closely with staff and partners to ensure alignment of efforts to the project goals;*
- Work with Project Director, Community School Achievement Coordinators, Wellness Organizers, College and Career Coordinator, and Academic Case Managers to ensure cohesiveness, coordination and fluid communication of program activities, evaluation and decision-making;
- Ensure ongoing communication, coordination, and alignment with Promesa BH Steering Committee, Promesa BH General Assembly, Proyecto staff, and other core partners.
- Create and strengthen management, operation, and communication structures to support the staff and the Community-School teams at each school site;
- Implement all initiatives using a focus on building a relationship and strengthening social connections among participants, organizations, and partners.

Implement and integrate evaluation and analysis systems

- ****Strengthen and develop systems to evaluate, collect and track community-wide and school-specific data, and guide data-informed learning and discussions with staff and community-school partners;*
- Develop systems to ensure timely creation of reports to various stakeholders to articulate the team's goals, objectives, and impact;
- Manage the project budget, core grant requirements, and develop reports and recommendations for improvements;
- Communicate data results to a wide audience with variable research experience and expertise.

Develop cross communication and cross training to strengthen partnerships

- Develop a structure for communication, coordination, and learning discussions with core partners;

- Coordinate and implement cross-communication, cross-training, and Community of Practice support plans;
- Participate in coalitions, develop relationships, and begin building awareness of the systems-level priorities identified in relation to the community school model and approach;
- Provide regular updates to Steering Committee, General Assembly, core partners, and allies regarding progress of achieving performance measures and other financial and evaluation data.

Basic Qualifications

- A minimum of 5 years of work experience working with schools, youth, and/or organizations. Candidates with less than 5 years of formal work experience will not be considered;
- A bachelor's degree required; Master's degree strongly preferred. Other comparable work experience will be considered;
- Knowledge of community-school models, organizing, coalition-building, staff management, youth development, and evaluation is highly preferred;
- Strong adaptive leadership abilities including an encouraging, motivating presence to help with conflict management, team building, goal-setting, prioritization and strategic planning;
- Ability to work autonomously and as a member of a team.

Other Qualifications

- Commitment to social justice and community empowerment;
- Experience managing dynamic projects, supervising teams, and reporting on large grants;
- Knowledge and understanding of school systems and college to cradle and career strategies;
- Must be computer literate and have experience working with Microsoft Office, data analysis software, and social media;
- Able to work flexible hours including evenings and some weekends;
- Licensed driver with reliable transportation and ability to meet organization's minimum auto insurance requirements;
- Interested in someone that can start immediately and can commit to the position for at least two years.

To apply: Please send a resume and cover letter with a salary history and a list of at least 3 references to Promesajobs@proyectopastoral.org with subject line: Director of Impact Application. Salary Range: \$48,000 to \$54,000 per year depending on experience. Competitive benefits and vacation package.

Applications will be accepted until position is filled. We encourage interested applicants to submit as soon as possible since the first round of interviews is likely to begin on **August 16th**.

****We are an equal opportunity employer. Women, LGBTQIA and people of color are encouraged to apply. Spanish-speaking ability, experience working in nonprofits, and/or Boyle Heights lived experience is a BIG plus.**

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Promesa Boyle Heights is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where: 1) every child has an opportunity to learn, grow and succeed from cradle through college and career; 2) families can live a stable, healthy and fulfilling life; and 3) every individual is empowered to act and create a more just and interdependent community. For more information, visit: www.promesaboyleheights.org

Work Environment: Promesa is a community-led, progressive, and innovative collaborative in Boyle Heights. The Promesa BH staff strives to maintain a high degree of trust, team spirit, and energy while working to build community power and capacity. While employed by Proyecto Pastoral, the Director works closely and is also accountable to the Promesa Boyle Heights General Assembly and Steering Committee and the partner schools.

Proyecto Pastoral is a founding Steering Committee member and the backbone organization for the Promesa Boyle Heights collaborative. Proyecto Pastoral at Dolores Mission was founded in 1986 by community residents and the California Province of Jesuits. It has grown into a highly effective community - building organization. Proyecto Pastoral is committed to involving local community members in the planning, design and implementation of its programs. Proyecto Pastoral serves over 2,500 children, youth and families annually through its five programs. For more information, visit: www.proyectopastoral.org.

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