

» *Community Led* » *Community Driven* » *Community Implemented*

Latino Task Force (LTF) Education Manager

\$80k Annual Salary; Benefited Position full time exempt
Must be available during winter and summer break programming

Job Description:

Latino Task Force is a coalition that protects vulnerable communities in our public schools by offering on-demand services and support that promote improved outcomes for Latino, African American, and Pacific Islander youth. This is accomplished by working cross-collaboratively with the Education Committee of LTF, engaging with school district administration, and organizing parents and community stakeholders to elevate the needs of our students

Under the supervision of the LTF Director, the position will oversee the Latino Task Force Education Team. The work of the LTF Education Manager will include policy, programmatic, resource, collaboration, and community organizing that will inform and improve education outcomes for Latino Task Force families.

The position will also oversee the LTF Student Hubs program which includes staff recruitment, onboarding, training and supervision. The Education Manager will represent the LTF collective at Board of Education (BOE) and Board of Supervisors meetings and hearings and other advocacy opportunities as assigned to advance the LTF priorities and advocate for equitable resources and policies for the students and families we serve. and provide comment, Board of Supervisor (BOS) hearings and public comment.

The Education Manager will focus on working collaboratively and managing staff who deliver services at LTF Essential Services Hubs in the Mission, Excelsior and Bayview neighborhoods to provide education services and community referrals.. The Manager will also work with community stakeholders in these neighborhoods and continue to build active community involvement and empowerment through strong collaboration with local schools, in-school and after-school providers, and other agencies funded to work with preschool to high school-age youth.

Responsibilities and Duties:

- Coordinating attendance, talking points, letters of support, and testimonies for LTF-sponsored actions and events, meetings, campaigns, and any major city hearings
- Engage with the Education Committee member organizations, nonprofits and other Latino and BIPOC serving groups for activities, build and strengthen ongoing high-impact relationships
- Coordination delivery of parent workshops designed to help newcomer families get acclimated, connected and equipped with navigating the education and city systems

- Develop partnerships, policies and protocols for hub families and students
- Develop operational and resource guide with up to date information on service providers and community resources
- Establish and deepen relationships with other educational, in-school, and after-school providers
- Attend all committee meetings and other community meeting to stay ahead of trends and needs that continue to emerge in our public school community
- Regularly coordinate education-related communications with LTF committees, partners, and stakeholders. Additionally, work with the communications work group to ensure the promotion of LTF Education Services and Events
- Review the education budget, supply ordering, projects, service agreements, and other important items under the guidance of the Education Committee
- Help maintain existing calendars, school membership lists, and school contacts lists.
- Prepare bi-weekly report back to the LTF Education Committee
- Supervision of interns, student hub staff, and Education Navigators
- Take part in and, when appropriate, facilitate education policy meetings
- Co-facilitate weekly education meetings
- Develop onboarding and ongoing training programs for young adult interns placed with education staff.

Preferred Experience:

Candidates should have leadership experience in community work related to education, be self-directed, well-organized, and be a person who takes initiative. The candidate should have experience working with Latino and BIPOC-led and serving nonprofit and community organizations.

Candidates should be proficient in using technology. Experience and familiarity with program development, planning, and/or work in education equity issues is strongly preferred. Bilingual English/Spanish is required.

Candidates should be comfortable working in a shared office workspace using Zoom, Google Drive docs, email, text, and phone calls as primary communication tools.

Position:

This full-time, one-year position offers a salary of \$80,000/yr. The position includes full health benefits and paid time off (PTO). This position may be renewed at the end of the year.

To Apply:

Please submit a cover letter and resume via the [LTF Jobs Website](https://www.ltfrespuestalatina.com/ltfjobs)
<https://www.ltfrespuestalatina.com/ltfjobs>