

Parents for Public Schools of San Francisco, Job Announcement



TITLE: African American Community Outreach Manager

LOCATION: San Francisco, CA

REPORTS TO: Program Director

HOURS: This is a 50% time position; approximately 20 hours a week. Occasional evening work required.

COMPENSATION: Exempt position. Competitive salary dependent upon experience. Health benefits, cell phone stipend, and mileage reimbursement. Prorated sick leave, holidays, and vacation time are included.

HOW TO APPLY

Please submit cover letter and resume (Word Doc or PDF) to info@ppssf.org and include the term "AACOM- First Name_Last Name" in the subject line.

About Parents for Public Schools of San Francisco

Our vision is that all San Franciscans are committed to the success of every public school in the city.

Parents for Public Schools of San Francisco promotes the fundamental value of public education and pursues the success of every public school by sharing knowledge, bridging communities, and informing policy.

Since 1999, we have helped over 275,000 families navigate SFUSD enrollment and become leaders in their schools and beyond, building a parent community dedicated to the success of each child in every family.

To learn more about Parents for Public Schools of San Francisco, visit www.ppssf.org.

Position Summary

The African American Community Outreach Manager (AACOM) is a critical position at PPS-SF. The ideal candidate is deeply committed to educational equity and the general success of public schools. PPS-SF seeks an experienced leader to further develop our work in the African American community, building upon our successes and in collaboration with ongoing and new efforts by SFUSD, other nonprofits, families, and community leaders.

The AACOM will positively impact the engagement of San Francisco's African American community by developing and managing a program to educate, engage, and connect parents, families and community members in support of improving African American student achievement and San Francisco's public education system. A priority will be placed on developing and strengthening relationships with families and partners in support of caregivers as active agents for excellent education opportunities for students in all of San Francisco's public schools.

This position will report to and work closely with the Program Director to set and execute program strategies and goals within the areas of PPS-SF's Enrollment, Family Engagement, and Policy Programs:

1. Family Leadership: Support the launch of pilot Family Leadership program in 2018-19 including recruiting and supporting 2-4 parent leaders to increase family partnership in their schools or communities
2. Enrollment: Train families and partners on successful navigation of the SFUSD student assignment process for Pre-K-12th grade
3. Family Partnership/Policy: Represent PPS-SF and strengthen relationships with SFUSD, partner schools, African American Parent Advisory Councils (AAPAC), African American Achievement and Leadership Initiative (AAALI) and community-based partners focused on the success of African American students and families in San Francisco

Parents for Public Schools of San Francisco's works city-wide. The AACOM must:

- understand the African American community in San Francisco
- work independently
- embodying the mission of PPS-SF to serve families across San Francisco
- possess an exceptionally high level of personal responsibility

Responsibilities include, but are not limited to:

Program Development

- Build and strengthen relationships and support African American Parent Advisory Councils (AAPAC) at school sites and other African American affinity groups to provide information and resources to African American families that increases engagement in their schools and communities
- Build relationships with school administrators and staff to ensure the voices and expectations of African American students and families are heard
- Using current programming as a starting point and in partnership with program director and program team members, further develop a sustainable family engagement program for African American families
- Represent PPS-SF at monthly SFUSD meetings including AAPAC and AAALI and community events/meetings to build presence for PPS-SF's mission and create opportunities to collaborate with other community, district, business, and city leaders

Leadership Development

- Recruit and train 2-4 African American Parent Leaders who will build their own leadership skills and provide enrollment and family engagement services in their schools or communities.
- Coach and mentor Parent Leaders to effectively outreach and communicate to other families about the public school enrollment process and family engagement content

Family Engagement/Enrollment

- Present PPS-SF enrollment-related events, predominantly in San Francisco's African American community, to encourage on-time enrollment into SFUSD schools
- Increase the number of African American families who are active participants of PPS-SF's programs and online services
- Create regular electronic communications (social media, blog posts, podcasts) that effectively communicate education issues critical and relevant to African American families

Evaluation & Reporting:

- Keep accurate and consistent records of outreach and program activities
- Assist Program Director in monitoring impact of program by using data driven program evaluation

Other duties:

- Plan and staff annual events including the SFUSD Enrollment Fair, Bayview enrollment events, and the PPS-SF Annual General Meeting
- Support communications and fundraising as needed

MINIMUM EXPERIENCE:

- Bachelor's Degree required.
- 3-5 years professional work experience.
- Program development and facilitation experience
- Excellent interpersonal skills and ability to navigate San Francisco's diverse populations
- Excellent writing and public speaking skills
- Consistent access to an insured car (mileage reimbursed)
- Valid driver's license

PREFERRED EXPERIENCE:

- Masters Degree in relevant subject area (i.e. education, public administration, public health, social work)
- Working knowledge and experience of San Francisco Unified School District
- Deep knowledge of San Francisco's African American community
- Experience working in a diverse, mission-driven workplace

PPS-SF does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.