



**Title:** Senior Education Program Manager

**Employment type:** Full-time

**Program area:** Education Advocacy

**Reports to:** Deputy Director

OneAmerica is a Seattle-based nonprofit whose mission is to advance the fundamental principles of democracy and justice at the local, state and national levels by building power within immigrant communities in collaboration with key allies. Founded in the wake of September 11, 2001, OneAmerica has grown to become a locally and nationally recognized leader in furthering immigrant, civil and human rights.

### **Position Summary:**

The Senior Education Program Manager will join OneAmerica at an exciting time of growth and opportunity for the organization as we build and strengthen our responses to a culture of emboldened racism and xenophobia within our state and our nation and turn to building the social and political power of immigrants and refugees in Washington State. Specifically, this individual will directly lead our [education policy](#) and advocacy strategy, leveraging our existing work and success to advance an innovative and broad approach to systemic change in both local and state-wide policy led directly by those most impacted by inequities. Reporting directly to the Deputy Director, this individual will manage and oversee OneAmerica's dynamic coalition, policy and advocacy work: directly supervising two Education Program Manager positions and supporting deep connections between grassroots community organizing and broader systems change.

The successful candidate will be a strong leader who is dedicated, self-motivated, creative, and eager to join a results-oriented team to advance racial equity in education. S/he/They will bring a deep understanding of grassroots leadership development, and a commitment and ability to operationalize a strategy that ensures the voices of those most impacted by systemic oppression are at the center of the discussion on closing the opportunity gap. This individual must also bring demonstrated experience embedding both a creative spirit and structures for accountability into this work.

### **PRIMARY RESPONSIBILITIES**

#### **Education Program Oversight 50%**

- Lead education systems policy advocacy work to advance organizational goals, including strategic planning
- Plan, support, and implement innovative local campaigns to close the opportunity gap in South King County, in collaboration with the Road Map Project
- Support implementation of OneAmerica's cross-racial organizing strategy and strategic framework focused on grassroots leadership development in South King County bringing together immigrants, refugees, African American and Native American communities
- Manage integration of policy priorities with organizing strategy and activities, including connecting local campaigns to statewide priorities
- Organize progress towards education program goals and outcomes
- Develop leadership curriculum for grassroots leaders and deliver trainings
- Guide strategic decisions around prioritization/goals of work
- Write, research and advance state-level legislation pertaining to immigrant and refugee students and families.
- Support state level education campaigns and policy implementation in early learning, K-12, and higher education

- Manage budgets, grants and sub-granting processes to organizational partners while ensuring maximum results and accountability
- Support immigrant rights issues at the local, state and federal level

### **Staff Supervision 25%**

- Directly supervise two staff Education Program Managers and other team members with a focus on mentoring and leadership development
- Lead recruitment and hiring processes for all education-related staff
- Supervise education-related contractors to meet various metrics and outcomes
- Build an effective, results oriented team and track results towards goals

### **Community Relations and External Partnerships 25%**

- Develop and cultivate new and existing relationships to support and advance OneAmerica's work including with funders and foundations
- Staff, facilitate, and support coalitions in South King County, including the Road Map ELL Work Group
- Strengthen and develop new relationships with communities of color, specifically African American and Native American communities, to accomplish OneAmerica's goals of cross-racial organizing in the education sector
- Advocate with and on behalf of community members on legislative and policy issues, including compiling testimony on policies impacting immigrant communities in education, preparing community members to testify, and helping to build relationships between OneAmerica members and legislators
- Represent OneAmerica, as assigned, at public forums, events, hearings and other external organizational meetings and conferences
- Other duties as assigned

### **QUALIFICATIONS**

**We're seeking candidates who excel in relationship-building, are results-oriented, and have strong project and people management skills. You should have:**

- Entrepreneurial, seasoned, and agile leader who possesses both the vision to inspire and the skills to lead OneAmerica's efforts to increase the political power of immigrants and refugees within educational institutions/education-related policies and practices at the local, state, and national levels.
- A track record of developing leadership and maintaining strong working relationships among a diverse group of stakeholders and team members where all feel valued, while encouraging growth.
- A demonstrated commitment to meeting a high bar and a history of getting things done even in the face of obstacles and shifting priorities and managing multiple projects at once.
- Deep understanding and experience around managing grassroots organizing campaigns/efforts and movement building skills.
- Analysis of power and commitment to racial equity and advancing the power of immigrant and refugees
- 2-3 years' experience leading policy advocacy efforts preferably in education policy and/or immigrant and refugee rights

- 3-5 years of management experience in an advocacy setting or related field as well as ability to manage large budgets
- Strong written and verbal communication skills
- Bilingual skills are preferred.
- Access to reliable vehicle and possess a Washington State driver's license
- Willingness to travel and accommodate community-based scheduling needs such as evening and weekend meetings
- Master's degree preferred but not required

**Compensation:**

Commensurate with experience. Salary range is \$57,000-\$63,000.

- Comprehensive health, vision, dental, life, short- and long-term disability and supplemental AFLAC insurance; Flexible Spending Account (FSA), 403(b) retirement plan; 5 weeks paid time off, paid family leave, ORCA transit card
- OneAmerica is committed to employee growth and advancement, including opportunities for professional development

**To Apply:**

Please send a resume and cover letter to [jobs@weareoneamerica.org](mailto:jobs@weareoneamerica.org) before February 18, 2017. Interviews will be conducted on a rolling basis. In your cover letter, please address how your personal and professional background informs your interest in working with OneAmerica. No phone inquiries, please!

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.