



# Manager of Community Activation

## JOB DESCRIPTION

### FULL TIME POSITION, IN PERSON, DALLAS TX

#### Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 75 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

#### The Role

United to Learn's Program Manager for Community Activation, stewards a portfolio of volunteers from local high schools (public and private), faith based organizations, corporations, community organizations, and more. As a key member of the programs team, this role ensures that the U2L volunteer experience provides opportunities to deepen an understanding of the successes and challenges of U2L partner schools while actively engaging community members in a diversity of volunteer opportunities which are designed to make a direct impact on student achievement. Additionally, this role provides support for an array of leader development programs which form empathetic and informed advocates beginning in fifth grade through high school and including university students, professionals, investors, and community leaders.

Our values underpin everything we do. The Program Manager Community Activation is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

#### Reporting Structure

The Program Manager for Community Activation reports to the Director of Community Activation.

#### Essential Competencies

##### Functional Excellence

- Direct volunteer recruitment efforts supporting literacy, SEL, and learning environments program pillars
- Collaborate with faith-based, corporations, and independent school partners to design a portfolio of programs which advance the U2L mission and engage partners in meaningful opportunities to encourage future engagement
- Organize volunteer support for U2L partner schools summer slide programs
- Collaborate with the Director of Community Activation in the administration of Teen Corps leadership programs
- Provide assistance with leader formation programs including P-Tech Pathways +, Women's Forum, and Policy Study
- Assist in the implementation of experiential learning opportunities for elementary and middle grades that highlight future career paths for program participants.
- Provide leadership for the U2L Volunteer Experience including on-boarding and orientation for all U2L volunteers
- Manage systems for volunteer onboarding (VOMO, MOBILE SERVE, VOLY) and effectively communicate volunteer guidelines working to keep volunteers in compliance
- Create and send monthly Volunteer Blast
- Generate quarterly reports of volunteer metrics, analyzing data to improve overall volunteer experience
- Ensure accuracy of all Volunteer Experience Information on the U2L website and other communication platforms

#### Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Knowledge of Dallas public education sector and collaborative organizations

## Project Management

- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Manage program budget

## Communications

- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports
- Use discretion while communicating sensitive information

## Relationship Management

- Establish and maintain trusting relationships with defined key stakeholders
- Demonstrate effective interpersonal skills and build belonging internally and externally
- Develop new and deepen existing relationships to further U2L mission and vision

## People Development

- Exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers
- Treat all with respect and provide timely and constructive feedback when needed

## Technical Excellence

- Conduct data analysis and storytelling with data
- Analyze data collected through surveys, Google Forms and other methods
- Advanced knowledge in Google Suite and Microsoft Office

## Ideal Candidate Qualifications

- Hold a bachelor's degree with 5+ years of experience in non-profit program management, counseling, education or a related field
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs.
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

## Compensation and Benefits

As a full-time employee, the Program Manager, Community Activation will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, email a cover letter and resume to [careers@unitedtolearn.org](mailto:careers@unitedtolearn.org).