

<b>Job Title:</b>	<b>Education Program Manager</b>	<b>Department:</b>	Education
<b>Location:</b>	810 Bryant St., Kalamazoo, MI 49001	<b>Travel Required:</b>	Occasionally
<b>Level/Salary Range:</b>	\$14.00 to \$20.00 per hour	<b>Position Type:</b>	Part Time, 20 hrs. Occasional evening and weekends
<b>HR Contact:</b>	Shaun Wright, Executive Director	<b>Posting Dates:</b>	08/15/2014 until filled

**Applications Accepted By:**

**E-mail:** [swright@communityhomeworks.org](mailto:swright@communityhomeworks.org)  
**or**  
**Fax:** 269-532-1717  
**Subject Line:** Resume - Education Program Manager

**Mail:**  
 Shaun Wright  
 Community Homeworks  
 810 Bryant St.  
 Kalamazoo, MI 49001

**Job Description**

**Position Summary:**

Community Homeworks' mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes. Our education program is essential to our mission, teaching low-income homeowners how to repair and maintain their homes and the value of doing so. The program prepares participants with the skills, knowledge, and confidence to do minor repairs and routine maintenance themselves.

The Community Homeworks Education Program Manager oversees and evaluates the delivery of the home repair and maintenance education program. This half-time position (20 hours per week) reports to the Executive Director.

**Duties and Responsibilities:**

- Ensure that the content and presentation of workshops meet the needs of the target audience.
- Ensure that the program provides quality, effective, safe, and meaningful experiences for participants.
- Recruit, maintain and oversee program staff and AmeriCorps members who have been engaged to help sustain and grow the program.
- Work with Community Homeworks staff to develop and maintain community relationships and act as program liaison to the community.
- Develop and manage the education program budget.
- Develop and achieve annual program goals and objectives.
- Research educational topics; establish curriculum and program calendar.
- Identify program volunteer needs, recruit volunteers, and manage the volunteer experience.
- Schedule, promote, and implement learning opportunities.
- Maintain program data and produce reports; evaluate the program.

**Skills/Qualifications:**

- Bachelor's Degree in a relevant field (Education, Social Work, etc.) and/or 4 years equivalent experience
- Strong ability to communicate, both in writing and verbally, about Community Homeworks and its mission.
- Demonstrated ability in program development and management.
- Ability to interact with all constituents including participants, donors, and community leaders.
- Ability and experience using Microsoft Office, email, internet, and social media.
- A heart for, and desire to serve, disadvantaged populations and a commitment to fulfill our mission to empower low-income neighbors to maintain safe, sustainable, and dignified homes.