



Colorado Learning Connections
Tutoring · Test Prep · Enrichment · College Counseling
699 Summit Blvd. · Frisco, CO · 80443
(970) 668-0954 · www.clcsummit.org

JOB TITLE: Program Manager

CLASSIFICATION: Full-time, exempt

REPORTING RELATIONSHIP: Executive Director

SALARY RANGE: \$45,000-\$50,000

BENEFITS: Health Insurance reimbursement; simple IRA 3% salary match employee contribution; sick & personal leave (accrued); 2 weeks paid vacation (accrued); additional paid holidays; flextime options; paid professional development opportunities; supportive and innovative work culture with opportunities to improve academic culture and education within the Central Mountains communities.

TRAVEL: The position requires travel within Summit County, Colorado with occasional travel to Lake County. Must possess a valid driver's license.

SCHEDULE: 10-hour, 4 day workweek; opportunities for flex and comp time.

SUPERVISORY RESPONSIBILITY: In collaboration with the Executive Director, responsible for supervising contract tutors.

ABOUT COLORADO LEARNING CONNECTIONS

Colorado Learning Connections is an education-focused nonprofit organization located in Frisco, Colorado. We deliver academic support services and academic programming primarily in Summit and Lake counties. CLC's **mission** is to inspire, guide, and empower students and families through individualized learning and responsive mentoring. Our **vision** is a world where educationally empowered youth become fulfilled individuals and engaged members of their community. CLC recognizes that barriers to learning are systemic, and that the challenges our students face are never confined to the walls of their classrooms. We strive to see and honor the whole person - not just the grades and test scores - and make space for exploration of the root causes of poor academic performance. CLC works with students and families to design individualized academic solutions and guide students towards success in the classroom and beyond. CLC is focused on ensuring *every* student has access to the resources and support to succeed academically.

Our **services** include:

- After-school & in-school tutoring
- Educational enrichment and interventions
- Educational services for student-athletes and homeschool students
- Individual and small group standardized test preparation
- College consulting and college essay sessions

OUR PRIORITIES:

1. Creating opportunities for all students through improved academic performance and confidence in the classroom.
2. Mentoring tomorrow's community leaders, innovators, thinkers, and artists.
3. Fostering kindness, empathy, and humor in the next generation.

ABOUT THIS POSITION: The Program Manager is responsible for the general management of CLC services and programs, including constituent onboarding, scheduling, service and program implementation, invoicing, and billing. In addition to handling standard administrative duties, the Program Manager is the primary point of contact for CLC families and students, and, in collaboration with the Executive Director, acts as an educational resource and guide in determining and coordinating services for each student. As such, the Program Manager is responsible for educating potential and existing clients and constituents about CLC services and programs, and for assigning and monitoring tutor-student matches in accordance with client and constituent needs and goals. The Program Manager works closely with the tutor team, and oversees the hiring and training of new tutors in collaboration with the Executive Director. The Program Manager may also assist the Executive Director and Development Manager in the development and implementation of new educational programming consistent with our mission. A portion of the Program Manager's weekly hours are allocated to one-on-one tutoring.

A SUCCESSFUL PROGRAM MANAGER WILL:

- Grasp the subtleties of complex issues, identify patterns in challenges, and come up with insightful, pragmatic, equitable, and sustainable ways to tackle common challenges and produce positive change.
- Propose solutions to issues without much guidance, proactively ask for help, anticipate

problems, and course-correct where needed.

- Cultivate a sense of ownership of their role and impact within the organization and exercise agency in regard to duties and projects to intentionally move the organization forward.
- Provide resources and direction to foster growth-focused relationships with colleagues and tutor team.
- Recognize how systemic inequities intersect and impact the communities we serve.
- Be passionate about the role of education in creating happier, healthier individuals and communities, and channel this enthusiasm to guide students and families towards academic success.

ESSENTIAL DUTIES

- **DIRECT SERVICES**
 - *1:1 TUTORING (30%)*
 - Conduct consultations and offer educational guidance and planning to students and families.
 - Tutor K-12 students 1:1 in alignment with experience and subject expertise.
- **INDIRECT SERVICES**
 - *PROGRAM ADMINISTRATION & REPORTING (50%)*
 - Manage and implement scheduling of all CLC students.
 - Handle contractor invoices, client billing, and scholarship tracking.
 - Utilize clear, precise, and compassionate communication to provide educational guidance and support to CLC clients and constituents.
 - In collaboration with the Development Manager, maintain adequate records of student hours delivered, student demographics, and student outcomes.
 - Maintain student records, including progress reports, and perform regular guardian check-ins to ensure students needs are met.
 - Assist the Executive Director and Development Manager with program development and implementation.
 - *STAFFING SUPERVISION & SUPPORT (15%)*
 - Assign, oversee, and evaluate the quality of student/tutor matches.
 - Develop and maintain strong working relationships with tutors, including cultivating knowledge of each tutor's strengths and skills, in order to assign tutors to programs and services where they will be most successful and

effective.

- In collaboration with the CLC Lake Programs Manager and Executive Director, maintain a roster of contract tutors, including hiring and training, to deliver direct services in alignment with program needs and goals.
- Provide tutor support and oversight as necessary.
- *COMMUNITY OUTREACH & MARKETING (5%)*
 - Build awareness of CLC programming and services through targeted outreach to local organizations and leaders; create and disseminate marketing and advertising initiatives for specific programming and for CLC services generally in order to increase impact and connect students with the support they need.

ESSENTIAL QUALIFICATIONS:

Required Qualifications

- Minimum B.A., Nonprofit management, Education, Business, or related fields preferred
- Proficiency in Quickbooks, Microsoft Office and G Suite Drive systems
- Ability to work independently, and in collaboration with team members on programs and proposals
- Demonstrated teaching ability
- Strong written and verbal communication skills
- Excellent attention to detail

Preferred Qualifications

- Bilingual English/Spanish preferred
- Experience working with at-risk youth populations
- Experience in Education administration and/or educational consulting
- Proficiency in tutoring STEM subjects.

TO APPLY:

Interested applicants should send a brief cover letter sharing their interest in the position along with a resume to Admin@clcsummit.com.