



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position: Division Manager of Education
Department: Program Impact
Supervisor: Vice President
Revision Date: April 2021

Overview:

The **Division Manager of Education** oversees five (5) grant funded programs serving youth grades 2-12. Provides leadership to 2 direct reports with approximately 10 staff. ULBC values education as a key component for living a healthier and more prosperous life. Our education and youth development programs provide young people with the critical skills they need to excel academically, avoid at-risk behavior and become engaged members in their communities. Tutoring, college preparation, case management, and leadership development are some of the many educational advancement tools offered.

KEY AREAS of RESPONSIBILITIES (abbreviated)

People Management

- Hires, trains, and evaluates staff with Human Resources Department
- Provides management and leadership to direct reports and identifies opportunities for professional development.

Performance Management

- Monitors and evaluates program components to ensure that contract compliance, program objectives and outcomes are achieved.
- Conducts regular, documented quality assurance processes and evaluates the accuracy of the program documentation
- Ensures client files are compliant and meet organizational and funder regulations, and guidelines.
- Assists and prepares for all external audits from funding sources. Ensures that all internal and external corrective actions are mitigated, and corresponding plans are implemented and maintained.
- Serves as the chief strategist to resolve challenges that arise in his/her respective area.

Budget Management

- Implements and monitors program budgets to ensure efficient use of resources
- Monitors financial utilization and output realization for each program contract.
- Tracks expenses and preliminarily approves spending in the programmatic area.
- Informs management if the program has deficiencies that require additional capacity to successfully implement the program.

EDUCATION AND/OR EXPERIENCE:

Master's Degree preferred (MSW, MPH; Bachelor's degree (B.A.) from four-year college or university in the related field of social work, education, public administration, or related human service area; and a minimum of three years related experience and two

years of experience in administration and staff supervision and/or equivalent combination of training and experience.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Detailed knowledge and experience in case management and documentation.
- Willing to work some evenings and weekends for outreach events
- Proficient in time management to fulfill all tasks in a timely manner
- Outstanding organizational skills
- Must work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be able to operate a personal computer using Microsoft Office Suite.
- Ability to carry out responsibilities with flexibility to adapt to changing organizational needs.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.
- Knowledge and ability to work with financial information.
- A minimum of two years' experience managing contracts
- Experience working with disadvantaged populations
- Out of town travel required occasionally.
- Bilingual (English and Spanish or French or Creole) candidates preferred.

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to:

email: [hiring@ulbcfl.org](mailto: hiring@ulbcfl.org)

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER