



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position: **Interim Division Manager of Education**

Temporary: **June 2 – August 22, 2025 (12 Weeks)**

Department: Education

Supervisor: Vice President of Program Impact

Revision Date: May 5, 2025

Purpose of Position

The Interim Division Manager of Education oversees five (5) grant-funded programs serving youth grades 2-12, **with a primary focus on the operation of the two summer camp programs** - ABLE (middle school) and MOST (elementary school). Provides leadership to 3 direct reports and approximately 20 full and part-time staff (during the summer). 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)

Performance Management

- Monitor and evaluate program components to ensure that contract compliance, program objectives and outcomes are achieved.
- Ensure compliance with BASCC private provider guidelines, including safety requirements.
- Conduct regular, documented quality assurance processes and evaluate the accuracy of the program documentation.
- Ensure client files are compliant and meet organizational and funder regulations, and guidelines.
- Assist and prepare for all external audits from funding sources. Ensure that all internal and external corrective actions are mitigated, and corresponding plans are implemented and maintained.
- Serve as the chief strategist to resolve challenges that arise in his/her respective area.

People Management

- Hire, train, and evaluate staff with the Human Resources Department.
- Provide management and leadership to direct reports and identify opportunities for professional development.

Budget Management

- Monitor program budgets to ensure efficient use of resources.
- Monitor financial utilization and output realization for each program contract.
- Track expenses and preliminarily approve spending in the programmatic area.
- Inform management if the program has deficiencies that require additional capacity to successfully implement the program.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree preferred (MSW, MEd, etc.); 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.
- 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 evenings as necessary for program support.
- Willing to work some weekends as needed.
- Proficient in time management to fulfill all tasks in a timely manner.
- Outstanding organizational skills.
- Must work effectively with people 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.
- 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:

hiring@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER