



## Position Announcement

### **Afer8toEducate Site Manager**

July 31, 2018

#### Organizational Overview

After8toEducate (“After8”) is a public-private collaborative to support unsheltered Dallas Independent School District (DISD) high school students and other homeless youth ages 14-21. After8, powered through Social Venture Partners Dallas, is serving as the backbone support organization to manage the collaborative involving Dallas ISD, Promise House and CitySquare. This collaborative is repurposing a former DISD school to provide a Drop-in Center for homeless youth that will be managed by CitySquare and an emergency youth shelter for unsheltered DISD high school students that will be managed by Promise House. These immediate support and shelter services will be co-located, and this site manager position will be responsible for on-site management. Please see below details regarding the desired responsibilities and qualifications.

#### Position Summary

The After8 Site Manager is responsible for oversight and coordination of the safe operation of the day-to-day activities at the new Afte8 collaborative’s facility. The After8 Site Manager will also be responsible for managing the coordinated data system and infrastructure. This position will report to the After8 executive director and work closely with the After8 collaborative’s leadership and other After8 staff.

#### Responsibilities

##### Site Management Duties:

- Oversee daily safety/cleanliness of overall facility and work with DISD facilities maintenance staff and service providers when standards are not met.
- Implement onsite policies and procedures in line with the After8 collaborative’s standards; work with After8 collaborative’s leadership to ensure the effective delivery of quality program services.
- Follow and enforce After8 collaborative’s procedures for handling crisis management and emergencies such as fire evacuation, police intervention, injury reports, altercations, etc.
- Maintain necessary supplies and do regular inventory; order office supplies and other supplies to support After8 collaborative’s Drop-in Center and Emergency Youth Shelter.
- Work with the After8 collaborative to pre-screen After8 collaborative volunteers.
- Manage in-kind donations made to the facility and work with After8 collaborative around distribution.
- Work with surrounding community on public outreach; attend neighborhood crime watch meetings.

## Data Management Duties:

- Serve as the data intermediary for the After8 collaborative, ensuring that data needs (collection, analysis, dissemination, reporting) are addressed.
- Support the use of data for key collaborative partners and respond to data requests from DISD administration and Board, funders and other ad-hoc data requests to ensure the fiduciary oversight of the use of funds supporting program metrics and outcomes.
- Coordinate with third party evaluator, After8 executive director, and After8 collaborative to support all evaluation work that could include: coordinating metrics refinement work with After8 Steering Committee workgroup on outcomes and resource development; working with After8 executive director to ensure that all collaborative partners are aware of targets and metrics; and creating annual summary reports of progress.

## Qualifications

### Experience

- A minimum of 3-5 years' work experience, including one or more years of site management and site coordination experience.
- Customer-service orientation and problem-solving attitude, along with strong interpersonal and collaborative leadership skills.
- Background in working with vulnerable youth populations including youth experiencing homelessness, youth living in poverty, and youth in the child welfare and juvenile justice systems;
- Strong organizational skills and skills in community engagement and facilitation.
- Facility with data management and customer relations management software systems.
- Demonstrated ability to build effective relationships with a range of stakeholders.

### Additional Requirements

- Effective listening, verbal and written communications skills.
- Proficiency in Microsoft Office (Outlook, Word, Excel).
- Knowledge of and commitment to collective impact concepts and consensus building preferred.
- Dedication to social justice and educational equity.
- Flexibility and willingness to work in a start-up environment and try new approaches.

### Education

- Bachelor's Degree or comparable experience.

## Compensation

- Full-time position
- Salary commensurate with experience
- Competitive benefits package available

## **To Apply**

Please send a resume and cover letter to [hevans@svpdallas.org](mailto:hevans@svpdallas.org). Applicants should indicate the position in the subject line of the email. The position will be filled as soon as a qualified candidate is identified. No phone calls please. After8toEducate is an equal opportunity employer that values diversity in the workplace. After8 strives to be an inclusive organization, and as such takes affirmative action to ensure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.