

Director of Education & Career

About the Organization

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. We are a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

Position Summary:

The Director of Education & Career oversees strategic planning, program implementation and the monitoring of outcomes for Canal Alliance's Education programs. This position reports directly to the CEO and is responsible for UP! an academic program for high school and middle school students as well as English as a Second Language and Workforce Development. Canal Alliance supports and enables students of all ages to achieve their academic and career goals.

Responsibilities include but are not limited to the following;

- Inform policy decisions through participation in relevant committees throughout Marin County
- Oversee the Education Department managing the Youth Education Program Manager, ESL Manager, Workforce Development Manager and Administrative Assistant.
- Ensure quality reporting giving insights and evaluations from data
- Help create grant proposals and reports
- Build and maintain solid relationships with program partners
- Manage education program budgets of 1.3 million
- Participate in Canal Alliance leadership activities
- Other duties as assigned by the Chief Executive Officer

Education and Experience

- Bachelor's Degree in education or related field (Master's Degree preferred)
- Minimum 3 year administrative/leadership experience in Education programming that benefits youth and/or adults.
- Experience working with Latino, immigrant or low-income communities
- Experience working in a college-readiness program for middle and high school youth
- Experience in Workforce Development (*preferred*)

Required Qualifications

- Bilingual/bicultural in Spanish and English (*preferred*)
- Knowledge of effective, evidence-based practices in curriculum & instruction, assessment & intervention, and parent engagement strategies
- Knowledge of minimum college entry requirements and college application process, and success factors for college completion
- Strong leadership and management skills that are collaborative and create space for creativity for staff
- Demonstrated ability to close achievement gaps

91 Larkspur Street
San Rafael, CA 94901
415.454.2640

Canalalliance.org

Preferred Qualifications

- Ability to collect, analyze and use data at the student as well as program level
- Ability to focus on results and inspire staff to do the same
- Ability to think strategically and creatively
- Ability to effectively communicate information both verbally and in writing
- Ability to take initiative and go beyond expectations in the assignment, task, or job description without being asked
- Ability to establish cooperative working relationships with staff, students, families and partners
- Ability to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively
- Proficiency in Microsoft Word, Excel and Outlook

Compensation

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 16 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

Application Process

Please email your resume and cover letter. Only electronic applications will be accepted. (Keep it green!) Please indicate "Director of Education & Career – YOUR NAME" in the subject line of your email.