

## 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.

Every day, we work to educate, empower and support motivated immigrants to better meet their needs—from feeding their families and advancing their education, to learning English and becoming American citizens. Canal Alliance strives for a trauma-informed approach and inclusive culture. We invest in high quality services, professional development and work-life balance.

### **Position Summary:**

The Director of Education and Career is a key member of the Director's Team and oversees the youth and adult educational program planning, implementation, and impact. The Director of Education and Career reports to the Chief Program Officer and supervises the Senior Managers. The Director of Education and Career actively contributes to the organizational strategic plan, fundraising efforts, and serves as an ambassador, both internally and externally, to achieve the organization's 2028 vision.

### **Essential Functions:**

- Collaborate with the Chief Program Officer in the design and implementation of the program to ensure alignment with the organization's goals and objectives.
- Provide ongoing support, mentorship, and professional development opportunities to enhance staff competencies and foster a positive learning environment.
- Collaborate with Senior Managers to create and execute comprehensive program plans for youth and adult education programs that align with the organization's goals and objectives.
- Support senior managers in overseeing the day-to-day operations of the programs to ensure implementation runs smoothly and complies with established protocols.
- Develop program budgets and monitor effective execution to ensure proper allocation and use of funds.
- Evaluate contracts and grant opportunities to ensure alignment with program strategy, goals, and capacity.
- Establish and implement mechanisms to evaluate program effectiveness, analyze program data and trends, identify areas for improvement, and develop strategies to improve program quality and impact.
- Collaborate with the Economic Mobility Team to identify industry trends and workforce demands, ensuring that career training certifications for adults are relevant and effective.
- Collaborate with the Policy and Civic Engagement Team to support policy and advocacy initiatives aimed at implementing systemic change in state and local education systems.
- Establish and nurture partnerships with educational institutions, community organizations, and various stakeholders to broaden educational opportunities and resources available to program participants.
- Serve as the organization's representative at community events, conferences, and meetings to share the importance and impact of our programs.

### **Requirements**

- Bachelor's degree in education, social sciences, or a related discipline or equivalent combination of education and experience.

- Master's degree in a related field desirable.
- 4+ years of experience in a director-level position or equivalent leadership roles.
- English and Spanish fluency preferred

### **Compensation & Benefits**

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes:

- Salary pay range of \$118k to \$125k annually
- Full-time, exempt position
- 3 weeks paid vacation per year
- 12 days of sick leave per year
- 4 Wellness Days per year (one per quarter)
- Paid Birthday each year
- 16 paid holidays per year
- 100% paid employee medical & dental insurance, life insurance, LTD, and EAP.
- 403(b)-retirement plan with employer match of up to 4% after 3 months of employment.
- Voluntary benefits include FSA, vision, life, and pet insurance, as well as coverage for dependents.
- Telehealth for physical and mental health

### **Location**

This position is hybrid, requiring 2 to 3 days per week in office, and attendance at quarterly in person staff retreats.

### **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.

### **Salary Description**

\$118k-\$125k

### **Application Process**

Please apply by clicking this link

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/1922248>