



## Announcement & Position Description

**Job Title:** Program Manager  
**Area:** **West Tennessee**-(potentially Hardeman, Lake, Lauderdale, McNairy, and Perry counties)  
**Department:** CIS OF TENNESSEE State Office  
**Reports To:** Program Director  
**FSLA Status:** Non-Exempt

### **ABOUT COMMUNITIES IN SCHOOLS**

Communities in Schools (CIS) is a national nonprofit that brings resources, services, families, and volunteers into schools to create a community of caring adults who work hand-in-hand with educators to make sure young people have the tools they need to stay in school and achieve in life. CIS is the nation's largest and most effective organization dedicated to keeping kids in school and helping them succeed in life.

CIS of Tennessee, an affiliate of CIS, places site coordinators in public schools in Tennessee to address chronic absenteeism by providing school-wide interventions and case-managed services for individual students with high need. Site coordinators work with CIS of Tennessee leadership and school leadership to write a site plan that guides their work for the school year.

### **BECOME PART OF OUR TEAM!**

CIS of Tennessee is hiring a program manager to supervise site coordinators in West Tennessee (potentially Hardeman, Lake, Lauderdale, McNairy, and Perry counties). The program manager will report to the state program director. This position requires regular travel to provide in-person monthly supervision to site coordinators at their schools, participate in meetings with state office staff in Nashville, and conduct regional monthly professional development sessions. The program manager will work from home, and preferably will live near the counties they are supervising.

Program managers will:

- Provide day-to-day coaching of assigned site coordinators
- Oversee the implementation of site coordinator's site plans
- Coordinate local professional development, in partnership with the statewide program director
- Manage a database that site coordinators use to track the entirety of their work and programmatic outcomes; ensure site coordinators regularly update database
- Report weekly/monthly outcomes to CIS of Tennessee leadership, school leadership, and external partners
- Develop and maintain positive relationships with school personnel, working with schools and the site coordinators to market programs to the appropriate target groups
- Create local partnerships to unlock resources for site coordinators
- Travel to surrounding counties to support site coordinators at identified schools

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by the executive director, program director or program manager as required.*



## **QUALIFICATIONS**

To perform this job successfully, candidates must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The core competencies of program managers include, but are not limited to:

- Lead teams of 10+ employees to meet individual and organizational goals.
- Network with relevant and high-quality partners.
- Understand basic child and adolescent development principles.
- Communicate and develop positive relationships with students, families and community partners.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a programming environment) and take measures to reduce risk.
- Work as part of a team and shows professionalism.
- Manage databases and provide guidance on data entry.
- Lead professional learning for teams.

## **EDUCATION and/or EXPERIENCE**

Bachelors in social work, counseling, youth development, education or a related field, with a preference for a masters in social work or counseling. Must have a valid driver's license and automobile insurance.

## **COMPENSATION AND BENEFITS**

Salary for program managers is \$55,000. Health insurance premiums are covered 100% for employees. CIS of Tennessee provides a 401(k) and offers up to a 2% match.

Program managers work year-round and receive three weeks of paid vacation.

## **HOW TO APPLY**

Submit your application by visiting [www.cistn.org/careers](http://www.cistn.org/careers).

*A criminal background check is required for any candidates who are offered a position with CIS of Tennessee.*

*The rural expansion is a 3-year pilot program. Funds dependent upon legislative approval.*