

## EDUCATION ENRICHMENT MANAGER

**About the Organization:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families. The Education Enrichment program provides academic support to elementary school age children during a five week summer program as well as throughout the school year. Its staff also help families advocate for their children’s education goals within the school system.

**Position:** The **Education Enrichment Manager** will provide strategic direction for the department, oversee services for program participants and supervise program staff. The Manager will also coordinate with other B1C departments for wraparound services and develop effective relationships with community service providers and stakeholders. This full-time exempt position allows for a hybrid schedule of four days in the office and one day of remote work. The Education Enrichment Manager will report to the B1C Program Director.

### Primary Duties:

- Determine strategy and make programming decisions based on staff input and data analysis
- Supervise the Education Support Coordinator and all department volunteers
- Collaborate with Stamford Public Schools on programming that will benefit immigrant students
- Create periodic parent education programming (workshops, meetings) on topics of interest
- Coordinate with other partner organizations on enrichment activities and referral services
- Participate in area and state-wide advocacy efforts on initiatives related to immigrant students
- Coordinate joint activities with United Parents and Students, a community organizing partner
- Create and analyze program data reports for senior management and the Board of Directors
- Assist the Development Department with funding proposals and reports
- Prepare department budgets and manage spending

### Qualifications & Skills:

- Fluent verbal and written English & Spanish skills required
- Bachelor’s degree required; master’s degree in education preferred
- Three+ years of teaching experience preferred; experience in school setting required
- Data management experience required; Salesforce knowledge a plus
- Self-directed with strong strategic and organizational skills
- Effective public-speaking and presentation skills
- Demonstrated sensitivity and ability to collaborate with people from diverse backgrounds
- Commitment to B1C’s mission and goals

*To apply for this position, please submit your resume and a cover letter to [jobs@b1c.org](mailto:jobs@b1c.org).*

*Building One Community is an Equal Opportunity Employer*