IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: SUN Community School Site Manager (2 positions available)

WAGE: $39,000 – $41,500 per year

LOCATION(S):
Gilbert Heights Elementary, 12839 SE Holgate Blvd, Portland, OR 97236
Shaver Elementary, 3701 SE 131st Place, Portland, OR 97230

APPLY AT: www.irco.org

STATUS: Full Time with Benefits/Exempt

PROGRAM(S): SUN Community Schools

OPENING DATE: June 30, 2020

CLOSING DATE: Open until filled

LANGUAGES: English Required, 2nd Language preferences: Arabic, Burmese, Chinese (Mandarin), Karen, Russian, Spanish, Somali, Vietnamese

DRIVING: Required (Must have access to a vehicle, valid current driver’s licenses, and auto insurance)

OTHER: Works with youth under age 18

GENERAL POSITION SUMMARY:
SUN Community Schools align community partners and resources to help eliminate the barriers that keep students from being successful in school and in life. As the SUN Community School, the collective efforts of youth, parents, businesses, faith communities, libraries, and community organizations create a network of supports that ensure academic success, family self-sufficiency, and economic prosperity.

The SUN Community School Site Manager will mobilize and strategically organize community resources to provide:

- Strong core instructional programming before and after school
- Educational support and skill development for youth and adults
- Enrichment and recreation activities
- Social, health, and mental resources
- Hunger Relief efforts via food pantries and meal distributions
- Family and community events
- Volunteer opportunities

This position will involve program budgeting, community outreach, program development and maintenance, coordinating program services, and providing direct supervision to employees and volunteers. This position is responsible for executing all contracted program deliverables. The SUN Site Manager will also oversee other programs associated with the SUN Community School, like Early Kindergarten Transition (EKT), weekly school food pantry distribution, community garden, Family Leadership Team, seasonal gift giving and basic needs donation drives. This position is responsible for ensuring that all program correspondence and reports (for SUN as well as associated programs) are completed and submitted in a timely fashion. This position often has a wide diversity of work situations
and the job involves a high degree of complexity. This position is responsible for developing policies and objectives. It operates independently with minimal supervision provided on day-to-day basis. The job requires flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of employees, clients and vendors. Often time, this position must balance requests by various stakeholders or partners. The work is in a constantly changing social service environment. Contacts and interactions surrounding program participants frequently contain sensitive information and requires the SUN site manager to maintain a high degree of confidentiality. Experience and/or familiarity with the following approaches desired: Trauma-Informed Care, Assertive Engagement, Positive Youth Development, Growth Mindset, Culturally Responsive practices and other ways to support diversity, inclusion and equity work.

COVID-19 Job Adaptation
During COVID-19 and/or school building closures, community engagement activities will continue via virtual platforms. Site Managers support home deliveries of resources as needed.

IRCO’s Specific SUN School Approach
As the lead agency, IRCO highlights and brings a unique approach to serving the school community:

1. IRCO is the leader in providing culturally specific services. Culturally specific services are created by and for specific cultural communities with an emphasis on the voices and experiences of those groups. As a culturally specific provider, we demand action to provide services to our most vulnerable populations to overcome disparities and inequalities that are plaguing our education system.

2. We consistently deliver wrap around comprehensive programming to assist students and families. In concert with all what IRCO has to offer, SUN Programs operate as an interconnected web of support. By offering numerous programs and services our site managers, SUN staff, IRCO youth academic school-based staff and community-based locations are able to meet a families’ particular need.

IRCO’s mission perfectly aligns with SUN’s aim to improve student success through expanded academic support, exciting and inspirational enrichment activities, and health and social service resources for them, their families, and community neighbors.

ESSENTIAL FUNCTIONS:
These essential job functions are fundamental to the performance of the job. Individuals are qualified to perform the job only if they can perform all the essential functions of the job with or without reasonable accommodation. These essential job functions include many but not all of the necessary tasks the employee may be asked to perform. This position often has wide diversity of work situations and the job involves a high degree of complexity. This position is responsible for developing policies and objectives. It operates independently with minimal supervision provided on day-to-day basis. The job requires flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of employees, clients and vendors. Often time, this position has to balance requests by various stakeholders or partners. The work is in a constantly changing social service environment. Contacts and interactions surrounding program participants frequently contain confidential/sensitive
• In collaboration with the principal, school staff and families, assess the needs of the school community and effectively bring in partners and resources to meet those needs.
• Develop programming strategies that align with outputs/outcomes required by Multnomah County's SUN CS program.
• Be able to complete both midyear and end of the year reports for both funding sources in a timely manner.
• Maintain a school/SUN Family Leadership Team involving parents and other key stakeholders to consistently evaluate needs of the school community and create solutions.
• Participate in school Equity Team and other school leadership committees such as: PBiS, Site Council, Attendance Team, Family Leadership Team.
• Collaborate with the IRCO Hunger Relief team to offer site-based assistance for food security programs like the weekly OFB food pantry and/or other programs like holiday food distributions.
• Coordinate with school district for extended day school building use permits, afterschool and summer meals, student transportation, safety protocols, and other systems in operation during extended day.
• Develop relationships and community partnerships to provide extended day classes that promote academics and social & emotional learning.
• Develop culturally specific partnerships with community partners to support the needs of the diverse student populations enrolled at the school.
• Offer all partners, staff and volunteers training and support in proper and safe use of school space, including school rules surrounding student behavior in the school and classrooms. Work with partners, the school, and IRCO to create Memorandums of Understanding to ensure all parties meet goals.
• Engage staff in YPQA (Youth Program Quality Assessment) practices, observations and improvement plans. Work closely with other IRCO programs to engage in YPQA training, facilitate scoring meetings with staff and guide them through the improvement plan process.
• Develop registration and marketing materials for all activities during non-school hours. Maintain communication with school staff, families and partners and make targeted efforts to register the students who will most directly benefit from the activities offered. Manage registration and create class and student schedules. Effectively communicate scheduling to students, families and school staff.
• Ensure confidentiality of student information.
• Effectively record all data and maintain records in accordance with funder’s guidelines. Complete all required report writing, program evaluations and data entry by the required deadline.
• Create and manage safety plans for programs offered outside of school hours, including training partners, staff and volunteers on practices that ensure the safety of everyone in the building. Work with building staff to offer emergency drills after school.
• Create systems to help families connect to resources that aid in meeting their basic needs such as food, health care, transitional housing, utility bill and rental assistance and shelter housing.
• Manage program budget as directed by IRCO SUN Supervisor. Ensure that all fiscal and HR records and reports are completed within required time frames.
• Supervise program staff and volunteers; monitor and evaluate performance; hire and terminate staff within Agency policies and procedures and program guidelines. Train and orient new employees; encourage and ensure optimal communication through regular meetings. Ensure consistent interpretation of Agency policies. Consult with supervisor and Human Resources regarding staffing needs, disciplinary issues, work plans, etc.
• Attend program, school, Agency and community meetings, as assigned
• Make community presentations on behalf of SUN and IRCO, as assigned
• Establish and maintain cooperative external relationships with funders, volunteers, community members

**JOB SPECIFIC QUALIFICATIONS:**

• Bachelor’s degree or equivalent in backgrounds such as education, social work, communication studies, public administration or related fields
• Must pass extensive criminal history background check
• Experience in project management, working in community schools, extended day program development, budgeting, report writing
• Experience supervising children and staff
• Experience working within the public school system
• Fluency in English. Ability to communicate in another language desired (refer above, for list of desired languages)
• Minimum two years working in a professional, education and/or social service setting with progressive responsibilities in staff supervision and project management
• Strong project and time management skills
• Ability to work flexible hours and maintain a variable schedule
• Strong computer skills and ability to use a PC and proficiency in Microsoft and Google Office software
• Ability to function in a positive manner in a demanding work environment
• Ability to meet multiple, sometimes conflicting deadlines
• Strong analytical and decision-making abilities
• Conflict management skills with ability to deal with distressed and/or demanding students, parents, teachers, partners, and employees in an effective manner
• Ability to work in a fast-paced environment and make good judgments as it pertains to program participants and program staff
• Ability to maintain a high level of confidentiality
• Good oral and written communication in English, with ability to make group presentations and produce program reports
• Able to work independently with little supervision or as part of work teams
• Experience supervising staff, including hiring/firing, onboarding/coaching staff on work duties, conducting staff performance evaluations
• Perform basic math (add, subtract, multiply and divide)
• Creating simple budgets and monitoring program budgets, including expense reports
• Must be punctual, maintain a good attendance record, and be able to work flexible hours to
meet programming needs

- Must be able to use basic office equipment including computer, telephone, copy machine, laminating machine
- Familiarity with online learning platforms (Google Classroom, online meeting platforms)
- Must be able to lift, carry, push or pull up to 25lbs
- This position works primarily in an office/school environment, but may be required to work in the field; e.g., chaperoning students on community field trips

SUPERVISION:
This position works under the guidance of the Unit Manager and the SUN Supervisor team. This position supervises employees and volunteers. They will be asked to train, orient, evaluate, direct, and correct the work of employees, volunteers, partners and contractors of IRCO.

KNOWLEDGE:
Education: Bachelor's Degree (4)
Experience: 1-2 years of experience is required (3)
Licensure, Certification & Language: No licensure or certification required (1)
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

SKILLS:
Communication: Regular communication inside and outside the organization to exchange ideas and gather information (5)
Creativity: Regular need to design and develop multiple program functions (work units) and related processes and procedures (6)

EFFORT:
Mental: There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
Physical: Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level (3)

RESPONSIBILITY:
Impact and Influence: Positions at this level have on-going need or ability to analyze problem or concepts or make decisions on the information. Positions at this level have an on-going impact on organization operations, program outcomes, expense, or budgetary outcomes. Program and policy development, which could be significant, is also part of the job responsibilities. (5)

Work Independence: Positions at this level are expected to work under minimal supervision. Positions regularly contribute ideas and decisions or actions which commit the organization, or which are outside
established policy/procedure are expected to be referred to others for final action. (4)

Planning: Positions at this level required refined planning and goal-setting skills. Plans must consider options and contingencies and must include methods for handling any difficulties encountered. Positions at this level typically plan as part of a group activity and focus on the impact of the plan on others. (4)

Supervision: Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt. (4)

WORKING CONDITIONS:

Environment: This level has a work environment with only occasional hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals, exposure to contagious disease, etc. (3)

Schedule: The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER