



Position Title: Program Manager (Summer Contract)

Purpose: Elevation Educational Consulting Group (www.elevationed.com) is hosting a summer reading and math remedial program for 18-24 year olds in Baltimore. The program is 7-weeks long from June 24-Aug 9th. The program focuses on preparing the young adults for job trainings and apprenticeships through classes in reading, math, and soft skills with a focus on career pathways and self-exploration. The program is aligned to adult education standards and the CASAS test. We strongly encourage professionals with a background in education, workforce development, and adult education to apply.

Reports to: Program Lead

Job Location: University of Baltimore, 1401 N Charles St. Baltimore, MD

Payment rate: \$35/hr

Schedule: Monday - Thursday: 9:00 - 4:00, Friday 9:00 - 1:30

Hours vary based on federal and local holidays as well as special events.

Expected Start Date: June 10th tentatively

Responsibilities:

- Act as the main POC
 - For program correspondences, data, guests, staff, processes & procedures, site issues, & learner accountability measures
- Maintain data & records
- Manage orientation & testing: scheduling & proctoring assessments
- Coordinate referral process, ensure 48-hour contact within the first 48 hours, guidance on learner placement
- Support individual modules monitoring
- Administer staff schedules & timesheets
- Approve program supply orders
- Manage budget
- Attend meetings & correspond with BP weekly

Qualifications

- At least 2 years experience in coordination/program management or 3 years teaching in similar youth/adult education program
- 1 year experience with budgets
- Must have strong technological abilities including google products
- Strong leadership presence able to engage with city officials, funders, and partners and express EECG's position
- Ability to work independently and with minimal direction while fulfilling the mission and vision of the program
- Proven ability to manage support staff effectively and provide direction and support to reach program goals
- Experience in cultural competency needed to support young adults from multiple socio-economic levels

How to apply:

Send your resume to hr@elevationed.com with subject line Prog Coordinator-Your Name Attn: Troy Lewis

Equal Opportunity Employer Statement: The Elevation Education Consulting Group is an Equal Opportunity Employer and Recruiter. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status.