

DETAILED JOB DESCRIPTION

TITLE: Program Manager / Transitions Coach

REPORTS TO: Executive Director

SUMMARY: Program Manager works under the general supervision of the Executive Director to support, coach and facilitate local schools and districts through their change and transition processes related to dismantling racism and classism and promoting educational equity with a special focus on eliminating the academic achievement gap. Program Manager serves as a “*Transitions Coach*” – a role based on the *Transitions Framework* developed by William Bridges (www.wmbridges.com).

KEY RESPONSIBILITIES:

- Serve on faculty for Just Communities’ comprehensive leadership institutes for students and educators.
- Bring a “transitions lens” to Just Communities’ comprehensive leadership institutes for students and educators.
- Facilitate the development of intra-stakeholder change ideas and multi-stakeholder change plans for schools & districts that participate in Just Communities comprehensive leadership institutes for students and educators.
- Provide training for program graduates and their school communities on change and transition management.
- Help school leaders assess transition readiness.
- Coach and support school leadership teams through the transitions associated with personal, organizational, and community change, by helping them:
 - ◆ assure an adequate change & transition management plan is in place that is derived collaboratively;
 - ◆ determine where people are in the transition process;
 - ◆ develop strategies for identifying and managing resistance to transition;
 - ◆ guide people through letting go of the old way of doing things and the chaos and difficulties often caused by change while taking advantage of the creativity that can come during such periods;
 - ◆ create the space for a new beginning in which people embrace the new ways of doing and being.
- Transfer transition management skills to school leaders so they are capable of managing future transitions related to this initiative and beyond.
- Work with individual schools & site teams to provide customized and site specific support based on where they are in the transition process and in the stages of community reconciliation and the specific and unique types of resistance they are facing.
- Recruit, train, and maintain a strong, diverse, and deep pool of volunteer/contract staff capable of incorporating a transitions framework and transition coaching skills into their work with Just Communities and Just Communities’ program participants and clients.
- Structure and monitor meaningful outcome measures and evaluation procedures for this initiative.
- Document all program planning, policies, procedures, practices, and logistics to ensure quality control and sustainability of programs.
- Support organizational fundraising by providing information and connections to Development Director.
- Perform additional duties designated by Executive Director to achieve success of programs and meet mission of Just Communities.

SKILLS/ABILITIES/EXPERIENCE:

- Sincere dedication to the mission and philosophy of Just Communities.
- Willingness to constantly examine and take responsibility for own biases, attitudes, and role in various systems of oppression.
- Commitment, ability, and desire to build successful working relationships with a diverse range of individuals and institutions in a variety of environments.
- Ability to develop and implement programs related to Just Communities' mission, vision, and philosophy.
- Ability to develop and manage budgets.
- Ability to research, process and organize a variety of information and data.
- Computer competency and proficiency in Windows/Microsoft Office environment.
- Excellent verbal and written communication skills, including the ability to communicate effectively with diverse individuals and groups.
- Experience working with educators and youth from a variety of grade levels K-12.
- A familiarity and understanding of issues of diversity, equity, oppression, and social justice – especially those issues around which Just Communities programs. Familiarity of such issues facing individuals and communities in CA's Central Coast a plus.
- Ability/knowledge of group dynamics, facilitation and training.
- Ability to manage time in order to coordinate multiple tasks.
- Ability to work in a team environment and independently.
- Willingness and flexibility to engage in weekend and week-long residential programs.
- Must have own car (or reliable transportation), valid driver's license and auto liability insurance.
- BA or equivalent in a related field preferred, minimum of 3 years experience in program administration and work in the fields of education and/or organization development.
- Bi-Lingual Spanish/English preferred.
- NOTE: Program Manager will be working with William Bridges' Transitions Framework. Prior experience with this framework and/or a demonstrated ability to apply, teach, and coach others in transition management skills is a plus.*

SALARY: full-time annual salary commensurate with experience
excellent benefits package, including medical, dental, retirement

ORGANIZATIONAL BACKGROUND

Just Communities Central Coast advances justice by building leadership, fostering change, and dismantling all forms of prejudice discrimination and oppression. Just Communities was established in 2001 as The National Conference for Community and Justice (NCCJ) of California's Central Coast and is a founding member of the National Federation for Just Communities. Our mission includes all of the ways individuals and groups are systemically excluded or oppressed.

Just Communities does not discriminate against any employee or applicant for employment because of race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or immigration status or veteran status.

TO APPLY: Send cover letter & resume to by **May 5, 2008** to:
Just Communities, 1528 Chapala, St. Suite 308, Santa Barbara, CA 93101 or
email: jschwartz@justcommunitiescc.org or fax: 1.866.449.5542