



Company: Indiana Black Expo, Inc.

Job Title: Education Program Manager

Department: Youth & Family Programs

Reports To: Program Director- Youth & Family Programs

Employment Status/Method: Full-Time/On-site

Location: Indianapolis, Indiana

About Us: Indiana Black Expo, Inc. is a 501c3 organization whose core values for over 50 years consist of **Integrity. Accountability. Trust. Customer Service. Quality. Teamwork**

Our mission is to be an effective voice and vehicle for the social and economic advancement of African Americans. We are an equal opportunity/Affirmative Action Employer who does not discriminate regarding age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.

Job Summary:

The Education Program Manager's (EPM) responsibilities include working directly with all the Youth and Family related programming. The EPM will utilize all available resources to ensure an overall successful program experience. The EPM will also provide college and career coordination for youth and family students to develop individualized plans to include strategies that are implemented to ensure the outcomes for each student are met, including FAFSA assistance, and college preparation.

Key Responsibilities:

- Collaborate with program staff to adjust and design coursework, evaluation/testing, and classroom organization strategies
- Adhere to the performance goals set for the PAA programs
- Assist with coordinating communication among students' parents/guardians, guidance counselors, and teachers
- Directs research activities concerned with college and career readiness
- Provide oversight for the IBE Community Learning Hub and Education Specialist
- Formulates and designs procedures to determine if program objectives are being met
- Creates surveys for our youth and family programs and grants
- Evaluate data obtained from the program and prepare narrative and statistical reports for dissemination to IBE administrators
- Draft reports as per the program director and supervisor's directions.

- Determine, develop, and execute quality improvement programs

Education/Qualifications/Skills:

- Bachelor's or associate degree with 3 years of experience in education/program coordination
- Ability to be a strategic, critical thinker with strong team and relationship-building skills
- Ability to analyze programs and establish metrics that ensure programs are on course and meet youth and family programming guidelines
- Ability to thrive in a transforming, progressive, fast-paced environment
- Innovative problem-solver and decision-maker
- Can work independently as well as on a team
- Ability to work within budget constraints and develop creative solutions when challenged
- Good communication skills both written and verbal
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software required
- Willing to work non-traditional hours pending program needs to include some weekends

Salary & Benefit Language: The starting salary for this position is \$50,000 per year. Some key benefits include but are not limited to the full benefits package (Health/Dental/Vision/Life/Retirement) 10 Paid Holidays per year, Wellness Benefits, and more.

Working Conditions/Physical Requirements:

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to video display terminals, on and off-site event participation, and periodic travel
- Ability to work prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 25 pounds at times
- Ability to walk long distances and stand for periods of time

To apply please send your cover letter and resume to humanresources@indianablackexpo.com.