

## **AVANCE, INC.—NEW MEXICO CHAPTER SUPPORT AND DEVELOPMENT ASSISTANT**

REPORTS TO: Regional Director

EMPLOYER STATUS: Exempt F/T

#STAFF UNDER DIRECT SUPERVISION: 0

LOCATION: New Mexico

**BASIC PURPOSE:** The SDA provides support to the Parent Educators in the areas of staff training, site acquisition, classroom mentoring, materials acquisition, and reporting. The SDA working with the Region Director will launch and maintain an outreach program which will attract community, promoting AVANCE. This will include developing relationships with the business community, promoting community events such as the annual breakfast, hearts project and community circles. The SDA will develop and sustain a public information program that includes outreach to community organizations and media. The SDA will work with the Regional Director and the staff to produce AVANCE publications.

### **JOB RESPONSIBILITIES**

In conjunction with Parent Educators:

- 1 Directs and supports staff in program planning, implementation, and evaluation by leading participatory staff meetings that respect and use staff ideas.
- 2 Facilitates in developing the class schedule and calendar for fall, spring, and summer semesters, assuring integration of staff assignments and services across different programs and sufficient number of personnel.
- 3 Builds effective working relationships and agreements with schools, program partners, and social service agencies, bringing resources and services to families and the program.
- 4 Develops and expands the referral network supporting program enrollment and recruitment.
- 5 Supports staff in selecting or developing curricula used in the program
- 6 Identifies training needs and opportunities and supports the training of all program staff
- 7 Oversees the program evaluation and data collection process, assuring timely and accurate administration of assessments, input into various databases, and submission of monthly reports forming the basis of grant reporting.
- 8 Oversees program budgets and process to purchase supplies and materials for different programs and sites.
- 9 Supports staff in assuring the safety of all staff and all parents and children who receive services.
- 10 Oversees the selection, training, placement and direction of all volunteers at program sites, including college students and interns.
- 11 Assesses program needs with staff and creatively develops strategies to address problems and improve the program.
- 12 Prepares and submits to the Regional Director monthly reports on program operations and grant compliance.
- 13 Reviews program budgets, ensures appropriate expenditures within established guidelines and makes recommendations to Regional Director for any adjustments required.
- 14 Substitutes for the Parent Educator in case of absence.

**In conjunction with Regional Director:**

- 15 Ensures that a staff reporting system reflects all necessary information to assess the quantity and quality of program and volunteer activities on a regular basis.

- 16 Prepares timely grant reports for National Office, Board members, and funders.
- 17 Solicits in-kind support and donations, and coordinates volunteers.
- 18 Develops job descriptions and position announcements and leads the process of advertising for, interviewing for, and filling new positions.
- 19 With the approval of the Regional Director, terminates employee for cause.
- 20 Assist with the annual breakfast and other fundraising, support projects that the Regional Director and the Advisory Committee initiate.
- 21 Assists in the development and implementation of a public information program.
- 22 Participate in the agency required and/or funding source evaluation of programs
- 23 Represents the agency at specific community meetings and activities as requested by the Regional Director.
- 24 Other duties as assigned.

### **WORK EXPERIENCE**

Required: 5 years experience working for a school or non-profit organization in education (adult, early childhood, elementary) and family support, including relevant supervisory, administrative, and management experience.

Preferred: 7 years experience.

### **EDUCATION**

Required: Bachelor's degree in Education, Social Work, or related field.

Preferred: Master's degree.

### **OTHER QUALIFICATIONS**

- . Excellent communication (verbal and written) and interpersonal skills in English and Spanish.
- . Strong planning, organizing, and program development skills.
- . Proven track record of achieving results.
- . Computer literate
- . Prior success working closely with and building relationships with diverse groups of People
- . Prior experience in a fast-paced , growth-oriented non profit organization.
- . Ability to juggle multiple priorities simultaneously and take initiative
- . Reliable personal transportation.

To be successful at AVANCE, you will also:

- . Have a passion for our mission and a strong desire to impact an up-and-coming non-Profit organization
- . Be an innovative and creative thinker – you are not afraid to try something new and Inspire others to do so
- . Have a very high level of personal and professional integrity and trustworthiness
- . Have a strong work ethic, take initiative, and require minimal direction
- . Work well independently as well as part of a team.
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