



**Program Manager:  
College Knowing & Going, College Readiness Teams Project**

**Background:** The College Knowing & Going, College Readiness Team (CRT) Project is a partnership led by Arizona College Access Network (AzCAN) to develop a comprehensive, data-driven, student-centered approach to college readiness at 40 high schools throughout Arizona. With supporting partners Earn to Learn (EL) and Northern Arizona College Resource Center (NACRC) the program creates a school-wide culture in which all stakeholders-administration, counselors, teachers, postsecondary institutions, community members and students-work collaboratively to ensure low-income, first-generation, underserved Arizona students graduate high school ready for college.

**Position Summary:** Reporting to the Director of Statewide Initiatives and the Arizona College Access Network (AzCAN), the Program Manager will oversee the College Knowing & Going, College Readiness Teams Project from concept through completion and collaborate with all project partners.

The Program Manager will be responsible for keeping an entire team on time, on task, and ultimately on an upward trajectory of growth and success. They will lead the overall program with strong attention to strategy, implementation, and delegation within a prescribed timeframe and budget. The Program Manager will collaborate with key stakeholders, drive participation, streamline statewide efforts, integrate resources, and track progress to ensure grant objectives are met and exceeded.

**Job Responsibilities:**

- Provide effective leadership supporting the CKG CRT teams by establishing strategies focused on increasing students' postsecondary outcomes through the development of College Readiness Teams (CRT) for 40 high schools
- Responsible for coordinating and facilitating statewide College Readiness Team quarterly meetings to share best practices and review goals for increasing college readiness, access, and success to meet program objectives
- Develop program assessment protocols for data collection and analysis
- Ability to work with various teams to analyze data and create documents, reports, talking points, build processes, and/or presentations to assist programs
- Develop, analyze, and audit queries, reports and dashboards utilizing Salesforce and other systems
- Use tools and techniques to visualize data in easy-to-understand formats such as diagrams and graphs
- Build and maintain reports and dashboards in Salesforce, Tableau, and other platforms, as well as export data weekly or bi-weekly to inform activities for our programs
- Work collaboratively to ensure that external evaluation requirements are met
- Maintain organizational standards of satisfaction, quality, and performance
- Generate and maintain database of MOUs, stipend fund agreements, and invoices for all participating schools
- Responsible for the supervision and management of 6 Project Coordinators working at assigned high school
- Provide supervision and evaluation of statewide College Knowing & Going, College Readiness Teams Program
- Develop and oversee the College Knowing & Going Ambassador Program

- Create a culture of continuous improvement; lead by influence, develop and coach team members to reach their full potential
- Facilitate collaboration on creative alternatives to program challenges with subject matter experts and community groups
- Support the team throughout the implementation process to ensure grant milestones and goals are met
- Manage ambiguity and consistently seek to drive clarity amongst program stakeholders
- Responsible for budget management and reconciling expenditures to fulfill program requirements
- Engage in continuous learning through professional reflection and active collaboration with CKG school leadership teams and colleagues
- Perform other related duties as assigned

**Required Skills and Competencies:**

- Master's degree in Education or related field
- Exceptional leadership, time management, facilitation, and organizational skills
- Ability to translate research into action
- Working knowledge of postsecondary planning strategies, including ECAP, ACT, FAFSA, and college application procedures
- Educational expertise working with Title 1, ELL, and special student populations
- Strong understanding of school learning environments and school-based management systems focused on setting school directions concerning students, staff development, parent communication and allocation of material and financial resources
- Exceptional critical thinking skills and ability to make creative connections
- Knowledge and experience working with CRM databases such as Salesforce
- Ability to apply different leadership approaches

**Personal Characteristics Desired:**

- Must be an experienced professional who is highly regarded and respected for consistently going above and beyond
- Shows a steadfast commitment to participating as a member of a fully integrated team
- Maintains a professional appearance, exudes a positive outlook and is willing to accept challenges and changes
- Ability to work independently, as well as collaboratively, within a team, build effective relationships, and manage multiple tasks simultaneously while never losing composure or sense of humor
- Willingness to travel throughout Arizona and work outside of office hours to complete tasks

**Salary:** Commensurate with experience

**Job Status:** Full-time, exempt, salaried position with benefits package

**Job Location:** Phoenix, Arizona. US Work Authorization Required

This position is open immediately. The close date for applications is open until filled.

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**Please combine the following documents in an email to [jobs@educationforwardarizona.org](mailto:jobs@educationforwardarizona.org):**

- Current resume or CV
- Statement of interest and qualifications, based on this description.

**No phone calls.**

*The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.*