



Senior Manager, Education Research and Family Engagement

ABOUT JUMPSTART

Jumpstart envisions the day when every child in America enters kindergarten prepared to succeed. A national early education organization with operations in 15 states plus Washington, DC, Jumpstart drives outcomes for young children in three critical ways. Jumpstart provides language, literacy, and social-emotional **direct service programming** utilizing an evidence-backed curriculum for preschool children from underserved communities, **workforce programming** to expand the pipeline of qualified, diverse talent pursuing careers in early education, and **policy advocacy** to support the early childhood field and promote high-quality early learning for all. By leveraging over 25 years of experience serving over 150,000 children with the support of more than 50,000 college students and community volunteers, Jumpstart executes these three objectives to improve the quality of the early education workforce and increase opportunity for young children to succeed across America. Learn more at www.jstart.org and join us in transforming the lives of young children!

POSITION OVERVIEW

The Senior Manager, Education Research & Family Engagement is a member of the Education and Research (EDU) department. EDU develops, tests, and supports programs, curriculum, training, and research that advances Jumpstart's priorities in the areas of early childhood education. The primary responsibility of the Senior Manager, Education Research & Family Engagement is to support development, improvement and maintenance of Jumpstart's family engagement programming. The Senior Manager also engages in broader program improvement and development work. This position also collaborates with both national and field staff to advance Jumpstart's programming.

The Senior Manager, Education Research & Family Engagement reports to the Director of Workforce Training and Professional Development.

SPECIFIC RESPONSIBILITIES

Project Management

- Build and manage systems for program development, including areas such as feedback collection and synthesis, ongoing research, and communications.
- Develop and maintain project plans for program improvements and development of new programming and resources.
- Manage the posting, organization, and monitoring of documents and resources in online systems.
- Design and manage feedback collection mechanisms.
- Build and manage systems for communicating program development plans, tests, and implementation decisions.

Research

- Gather, review, analyze, and compile current literature related to family engagement and other relevant topics in early childhood education.
- Support initial research phases to inform new programming and other strategic choices.
- Update existing research reports and create new reports with relevant and recent findings.

Content Development

- Contribute to ongoing revisions of Jumpstart’s family engagement guidelines and revisions based on external research and data and internal trends and feedback.
- Support efforts to ensure Jumpstart’s materials are developmentally appropriate, anti-biased, culturally competent, and integrate all elements of Jumpstart’s instructional approach and family engagement philosophy.
- Support planning, development, and implementation of resources and tools for new programming.
- Author, edit, and facilitate training and professional development for a variety of audiences, in both online and live venues.
- Manage and develop content for the at-home learning/family engagement section of Jumpstart’s website.
- Contribute to development of external education-related content, such as classroom and family activities and social media content.

Collaboration and Partnership

- Provide appropriate support to Jumpstart’s program staff, such as resource distribution, consulting, and collaboration.
- Support cross-departmental collaboration on projects, as needed.
- Partner with external partners and vendors on various projects ranging from staff professional development to managing materials ordering.

Other

- Represent Jumpstart at local or national conferences.
- Support Education and Research’s work and other partnerships as needed.

QUALIFICATIONS

Required

- Bachelor’s degree or equivalent professional experience in an education related field
- Commitment to furthering Jumpstart’s core values: learning, community, social justice, joy and inclusive leadership
- Experience and skills related to family engagement, including culturally competent programming
- Demonstrated knowledge in a variety of family engagement approaches and a working knowledge of early childhood theory and approaches
- Demonstrated commitment to family engagement including advocating for families and young children
- High level of commitment to diversity, equity, and inclusion
- Demonstrated commitment to and experience working with individuals from diverse backgrounds, experiences, and communities
- Demonstrated record of strong oral, written, and presentation skills
- Demonstrated ability to organize and coordinate systems with a focus on details
- Ability to perform independently with minimal guidance
- Ability to work collaboratively with a team comprised of individuals from across the organization
- Ability to prioritize, work at a high capacity and multi-task in order to meet key tasks as scheduled
- Ability to be flexible and accommodate shifting priorities
- Demonstrated ability to use advanced functions of Windows operating systems, Microsoft Office Suite (Word, Excel, Power Point, Outlook) the internet and web-based platforms

Preferred or Ideal

- Degree and/or experience in early childhood education
- Prior experience/interest in social justice or diversity, equity, and inclusion work
- Experience with project planning and management
- Demonstrated ability to value, consider, and bring a variety of perspectives into work
- Solid proficiency in Spanish language, including ability to read, review, and edit English to Spanish translations

TRAVEL

May have minimal travel (up to three times a year) for team retreats, program visits, and/or conferences

START DATE

April or May 2021 (*desired start date, yet position open until filled*)

LOCATION

- Flexible location from Boston, MA; Los Angeles, CA; New York, NY or Washington, DC
- Applicants must be able to work from one of these five locations on a full-time basis

SALARY & BENEFITS

Salary: \$60,000 – 65,000 commensurate with education and experience; along with excellent benefits and a great mission-driven work environment

TO APPLY

Please complete an online application at <https://www.jstart.org/about/careers/>. Both a cover letter and resume are required to complete your application. Applications without a cover letter may not be considered. Candidates will be reviewed on an on-going basis. Please upload/attach your resume to your applicant profile as well as your cover letter.

Jumpstart is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, gender expression, sexual orientation, sexual and reproductive health choices, marital status, age, pregnancy, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities. Please visit our website at www.jstart.org.

Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=424b55c8-b0dd-4506-895d-db1aaead227f&cclId=19000101_000001&jobId=401725&source=CC2&lang=en_US