

Education Program Manager



The United Way of Buffalo & Erie County is seeking a strategic, collaborative and performance focused individual for our Education Program Manager position. The Education Program Manager will establish, direct and supervise program activities to fulfill Western New York Girls in Sports (WNYGIS) objectives and expansion in accordance to the strategic and operating plans. In addition, the Manager will be responsible for leading United Way's engagement with community wide initiatives connected to youth sports and education. This position reports to the Program Director – Education.

Responsibilities:

- Oversees the planning, coordination and execution of education-related special events, including maintaining strong relationships with event-related community and media partners.
- Serves as the UW liaison to Project Play taking an active role in the planning and execution of Project Play activities.
- Participates in the Legacy Girls in Sports programming (2 annual events) to ensure integration with the year-round programming expansion.
- Research best practices in youth development, youth sports, youth mentoring, and girls programming that leads to advocacy for key issues impacting girls and sports.
- Develop quality school-based programming that sets a strong foundation for children to practice healthy habits including maintaining optimal nutrition and an active lifestyle through their lifetime.
- Ensures compliance with current regulations that provide for the safety and security of children participating in program activities.
- Develop and deliver key messages about WNYGIS to improve the culture of girls' sports in the region as well as reflect the UWBECE
- Develop a sustainability plan for (WNYGIS)
- Compiles program statistics. Monitors, evaluates and reports the effectiveness of and participation in programs.
- Develops new partnerships and strengthens existing collaborative relationships with universities, schools, community and faith-based organizations.
- Manages program budget development, compliance with financial and program reporting.
- Research best practices in order to incorporate improved strategies and activities into existing programs, services and events and/or create innovative programming in collaboration with other Wilson Foundation funded programs.
- Establishes and maintains strong relationships with key funders and partners.
- Assists with develop funding resources through sponsorships and requests of individuals in order to achieve staffing and programming goals that support school-based health outcomes.
- Visibly demonstrates UW values of service, integrity, collaboration, accountability, equity & agility.

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- Engages in job-related travel to designated trainings, meetings and events.
- Maintains established departmental policies, procedures and objectives.
- Performs other duties as requested.

Education, Skills, Knowledge, Experience:

- Bachelor's degree and three years of related experience or equivalent.
- Experience with athletics, fitness, youth sports, youth development, or education preferred.
- Experience with collaboration of schools, universities, community agencies, parks and recreation, or faith-based organizations.
- Experience with program design, development, implementation, and retention.
- Experience demonstrating competency in working in diverse environments, supporting inclusion and cultural competency, and ability to work with all social and economic segments of the community.
- Excellent analytical and presentation skills.
- Project management, organization, and time management skills.
- Good listening skills and ability to work in a team environment.

Contact Information: For consideration please email a cover letter and resume to jobs@uwbec.org attention Beth Sullivan, Human Resource Manager

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