



## **Andrew P. Stewart Center – Director of Education and Enrichment**

Andrew P. Stewart Center is seeking a full-time Director of Education and Enrichment to oversee and manage all K-12 programs including After School, Summer Camp and Youth Leadership Programs. The ideal candidate is a resilient, results-oriented person who excels at building relationships and managing complex projects to advance education programs in an urban environment. The candidate also has prior knowledge, experience, or connection to the neighborhood, related experience with community development, and/or experience in a K12 educational setting.

### **Who We Are:**

Andrew P. Stewart Center is a community development nonprofit organization in southwest Atlanta that exists to see our neighbors living purposeful lives in pursuit of their full potential. The organization promotes strong communities through educational enrichment, wellness resources, and housing solutions. The Center directs all of its resources in partnership with Pittsburgh residents to transform the neighborhood into a place of hope and opportunity.

### **What You'll Do:**

- Hire and supervise seasonal program staff (i.e. After School Program Coordinator, Summer Camp Director, 10-15 program staff)
- Lead the development, implementation, and assessment of curriculum that aligns with programs goals/objectives. This includes behavior management systems and techniques.
- Build and maintain relationships with students, families, community stakeholders, and partners.
- Manage day-to-day operations of education programs including After School, Summer Camp, and Youth Leadership Program (i.e. student registration, food needs, parent communication, training, & schedules).
- Support the integration of children and youth programming into the Stewart Center's holistic service model to promote community growth and well-being.

### **Keys to Success:**

To be successful in this role, you will excel in five areas:

1. **Attentive staff management & empathetic leadership:** You show enthusiasm for meeting and engaging with people. You build a team that is mission-driven and meets program expectations. You listen closely to understand needs or concerns and take steps based on that input. You use coaching, training, and feedback to develop others and support problem-solving. You apply equity and inclusion into plans for staff development, retention, strategy, and improving culture.
2. **Strong organizational & communication skills:** You use clear, precise, compassionate communication on behalf of the organization. You communicate well with diverse audiences including students, parents, board members, and school leaders. You respond to people in a timely manner. You pay attention to detail by noticing and fixing errors that others might overlook. You acknowledge mistakes and turn them into



learning opportunities. You value order, systems and structure and work to ensure it is successfully implemented across programs.

3. **Relationship-building:** You value building positive relationships with the whole family that is rooted in respect and dignity. You work well with diverse populations and empathize with the community we serve.
4. **Project management skills:** You stay on top of multiple projects, anticipate obstacles, identify and involve stakeholders appropriately, use resources wisely, are able to juggle competing demands and prioritize without sacrificing quality. You demonstrate a strong sense of ownership and resilience by planning ahead and finding alternative paths, when needed, to get to the finish line. You follow through on commitments.
5. **Program development & implementation:** You have a successful track record of taking a concept from idea to implementation and producing results aligned with program goals and objectives. This includes developing curriculum, administering evidence-based assessments, and implementing a positive behavior management system.

**Preferred, not required:**

1. Track record of implementing successful program evaluation tools
2. Prior experience managing a budget and resources.
3. Demonstrates a commitment to lifelong learning.

**A Day in the Life of the Director of Education and Enrichment:**

A typical day of the Director of Education and Enrichment will vary based on the season. Before the program start date, this person will be working on curriculum development, program logistics, as well as, staff hiring, onboarding, and training. After the program start date, a typical morning may be spent in the office, while the afternoons would involve more movement around the building. In the morning it is common for this person to acquire supplies for the program, meet community partners, communicate with parents, make adjustments to program logistics, and lead staff meetings. In the afternoon, it is common for this person to observe the program and staff, step in to support the program when needed, and implement program evaluation tools.

**What Else You Should Know:**

The position is full-time and based in Atlanta. The expected hours are 10:00am-6:00pm during the school year and 8:00am-4:00pm in the summer. The role requires reliable transportation for day-to-day program visits. The salary for this position is \$48,000/year with access to \$2,400/year of Health Reimbursement Arrangement (HRA) benefits. Full-time employees also have access to 10 PTO days plus 19 paid holidays.

Andrew P. Stewart Center is an equal opportunity employer and values having employees who reflect the community we serve.

Please email résumé and cover letter to [ashley@stewartcenter.org](mailto:ashley@stewartcenter.org).