

Job Description

Job Title: Expanded Learning Manager

Department: Community Partnership Schools

Reports To: Director, Community Partnership School at Fort Myers Middle School

Classification: Part Time – Non-Exempt

Compensation Range: \$20 - \$22 per hour

Send Cover and Resume to: Felicitas@UnitedWayLee.org

Deadline to apply: Monday, September 8 at 5:00 PM

ABOUT UNITED WAY OF LEE, HENDRY, and GLADES

United Way of Lee, Hendry, Glades and (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is a \$20 million nonprofit social services organization, with 75+employees in four locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

Job Summary:

Assist the Community Partnership School Director with administrative tasks, including correspondence, scheduling, and database management. Support the entire grant process, encompassing monitoring, financial tracking, and agency oversight. Develop and manage expanded learning and enrichment programs, working closely with partner agencies to build relationships, implement programming, and ensure program effectiveness.

Essential Functions:

1. Coordinate with partner agencies providing programs, services, and/or resources at the Community Partnership School.
2. Manage scheduling of meetings, appointments, and other school functions for the Community Partnership Schools team.
3. Implement and oversee expanded learning opportunities at the Community Partnership School.
4. Research and implement best practices for educational and social-emotional support.
5. Track data and manage deliverables to meet funding requirements, as set forth by grant funders.

United Way of Lee, Hendry, and Glades

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6. Collaborate with key core partners of the Community Partnership Schools program, including the University of Central Florida, the School District of Lee County, Florida Gulf Coast University, and Lee Health.
7. Participate in training and site visits related to Community Partnership School development.
8. Coordinate, facilitate, and participate in Community Partnership School's cabinet, council, and team meetings.
9. Engage in community outreach events to promote the Community Partnership Schools program.
10. Act as a liaison to the network of United Way agencies to identify potential programs and partners.
11. Prepare and monitor monthly reports due to the University of Central Florida, other funders, and partners.
12. Complete, pass, and maintain training and certifications.
13. Maintain and update the relevant databases in DaySmart, Outlook, spreadsheets, VisionLink, ANDAR, Galaxy, Learning Circle, and any other tracking mechanisms.
14. Work with multiple departments to achieve individual and departmental goals.
15. Assist the Community Partnership School team with goal achievement.

Direct Reports: None

Other Duties: This job description outlines the core responsibilities and expectations for this role; however, it is not an exhaustive list of all duties and tasks. Employees may be assigned additional responsibilities that align with organizational needs, departmental objectives, and their skills. These duties may evolve over time to support business goals, and adjustments may be made with or without prior notice.

Supervisory Responsibilities: Responsible for supervising Community Partnership Schools interns and expanded learning volunteers.

Qualifications: The following requirements are representative of the knowledge, skill, and/or ability required to satisfactorily perform the essential job duties.

Knowledge of Relationship Building, Community Relations, and Project Implementation and Management.

Interpersonal Skills: Excellent active listening, and interpersonal skills required. Strong problem solving, critical thinking, prioritization and judgment skills required. Business writing skills are necessary. Strong administrative and operational skills essential.

Language Skills: Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse organizational employees, managers, and senior level high profile decision makers.

Computer Skills: Requires knowledge of MS office software and database programs.

Presentations Skills: Public speaking may be required.

Licenses: Valid Florida Driver's License with a driving record that meets our insurance guidelines.

Other Skills: Problem solving capabilities and cultural diversity skills. The ability to handle confidential information appropriately.

Education and/or Experience: Minimum of bachelor's degree or comparable work experience. A minimum of two years of experience in a school or community setting. Customer service and social service experience preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk, and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, including occasional off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skill assessment.

Additional Information:

- Opportunity to work with smart, passionate, and enthusiastic team members and volunteers.
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems.
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401K, and monthly accrued vacation and sick leave