



NC Center for Resilience and Learning – Senior Program Manager, Eastern NC

After studying the impact of childhood trauma (known as Adverse Childhood Experiences or ACEs) on learning and student behavior, the [Public School Forum of NC](#) launched the [NC Center for Resilience & Learning](#) (formerly the NC Resilience & Learning Project) in 2017 to implement whole-school and district-wide strategies to improve the academic performance and social-emotional well-being of students impacted by trauma. The core model of the Center's work includes school-wide educator training and ongoing coaching and technical assistance. The Center is seeking a new full-time Program Manager to be based in eastern NC, specifically in or around Greenville, NC/Pitt County, to work directly with partner school districts in this area as they join a growing movement of educators creating trauma-informed schools.

This full-time position provides an incredible opportunity to become immersed in the interplay of trauma and learning and to actively contribute to the expansion of a growing and significant program. **The ideal candidate will have experience as an educator, classroom teacher, school student services personnel, or have other previous work experience in schools; previous management or supervisory experience; a passion for this topic and for serving children and families; strong interpersonal skills; an understanding of schools and school culture; leadership skills to work independently; strong technology and organizational skills; and experience in public speaking and leading meetings with individuals from diverse backgrounds.** Candidates should have an interest in working on systems change to promote the expansion of trauma-informed, safe and supportive learning environments that can improve educational and life outcomes for all students.

Primary Job Responsibilities:

This Program Manager will work intensively with selected schools across three to four school districts in eastern North Carolina. **Candidates should be located in or near Greenville, NC or in Pitt County and will provide management and supervision for one region of the state as well as program implementation with the Center's core training and coaching model in three to four districts in eastern NC.** In addition to the work directly in schools, this position will serve as our eastern Center lead with key community partners in Pitt County related to a new partnership we have with the NC Community Schools Coalition as we begin working in new community schools in eastern NC. Traveling between all partner districts on a weekly basis is a requirement for the position (personal vehicle required; mileage is reimbursed). Work outside of the schools will be done remotely. The Senior Program Manager will be joining a team of other Resilience and Learning staff located across North Carolina who also work remotely (including multiple other full-time and part-time program managers in various parts of eastern NC). Primary responsibilities will include:

- Manage and lead one regional team; includes supervising at least 3 staff/contractors, leading regional team meetings, and serving as lead contact for the team's new community schools partnership work in eastern NC
- Build relationships and establish collaborative partnerships with school staff in selected Center implementation schools, as well as district leaders, funders, and other key community organizations.
- Lead professional development activities and deliver trainings to school staff, district leaders, and other community partners on the topic of trauma and creating trauma-informed schools.

- Serve as lead coach in Center partner schools: facilitate bi-weekly meetings with diverse school steering committees; provide intensive and ongoing coaching around creating trauma-informed environments; and support school leaders in their readiness and action-planning process.
- Provide management, coordination, and oversight of program implementation and growth efforts in eastern North Carolina districts as a whole.
- Utilize current technology and organizational systems (primarily Google Drive/Google Suite) and create new systems of efficiency and organization for a small regional team.
- Assist with ongoing research around trauma-informed schools, working with Center team to stay up to date on other national models and the latest research in the field.
- Assist Center staff with creating and updating training resources and materials for schools.
- Assist Duke University evaluator with data collection and ongoing evaluation efforts including surveys, assessments, focus groups, and classroom observations.
- Generate reports and draft articles, narratives, and opinion pieces on the impact of the Center's work for media outlets and philanthropic partners.
- Attend other community events and meetings related to adverse childhood experiences and impacts on children; forming partnerships with other local community agencies in partner districts.
- Other duties as assigned.

Qualifications:

- Experience as an educator or working previously in schools in some capacity (at least 3-5 years).
- Experience with and commitment to the educational needs of traditionally underserved or under-resourced student populations.
- Experience in management or previous supervisory role.
- Strong proficiency in technology and organization with Google Drive and Google Docs/Sheets/Slides.
- Passion for the topic of trauma and learning. The ideal candidate will possess some knowledge of the topic, including key research in the field of ACEs and trauma-informed schools.
- Previous experience with the culture of public schools in North Carolina with an understanding of the relationship and roles among all school staff.
- Strong communication and relationship-building skills; ability to work well with diverse groups including teachers, parents, and students; school and district staff; partner organizations; media; and government officials, including legislators, agency staff, and local school board members.
- Excellent organizational skills; self-starter; exceptional attention to detail; comfortable learning/trying new things.
- Thrives in a team-driven, collaborative work environment.
- Comfortable working remotely.
- Effective writing skills; ability to write well and produce written products that are accessible and beneficial to a variety of audiences.
- Effective presentation and facilitation skills; ability to create engaging presentations.
- Ability to collaborate and work closely with external partners.
- Computer, web, and social media proficiency.
- Bachelor's degree required, master's degree preferred.

Compensation and Benefits:

This is a full-time (12-months/yr) position. The salary range for this position is \$70,000 to \$75,000, dependent upon experience. We are hoping to have a start date for this position by late-June 2024. The Public School Forum offers the following benefits: competitive compensation commensurate with experience, a generous 401K retirement plan and personal leave policy, 10 paid holidays in addition to the week between Christmas and New Year's, and a shortened (32 hours/Fridays off) summer workweek from Memorial Day to Labor Day, term life insurance, and employer sponsored group health insurance with access to dental, vision, short and long term

disability plans. The Public School Forum of NC is a 35+ year old nonprofit organization and not a state employer. The Forum fosters a welcoming, diverse and inclusive culture.

Position is located in eastern North Carolina – candidate should live near Greenville, NC or Pitt County. When not working in schools, employee will work remotely. Regular travel required within the eastern region of NC; occasional travel to the Forum’s office Raleigh. Background check required for employment.

How to Apply:

Interested candidates should send a resume and cover letter to jobs@ncforum.org with the subject line “Senior Program Manager – Eastern NC” by Friday, May 10, 2024.

About the Public School Forum of NC:

For more than 35 years, the Public School Forum of North Carolina has worked to shape world-class public schools through research, policy work, programs, advocacy, and continuing education for educators and policymakers. We are a nonprofit partnership of leaders from business, education, and government that makes significant contributions to K-12 public education in North Carolina.

In addition to research and analysis in the public policy arena, the Forum has created and run numerous programs, including the original NC Teaching Fellows Program, the NC Center for Afterschool Programs (NC CAP), the North Carolina Education Policy Fellowship Program (EPFP), the NC Institute for Educational Policymakers, and the Dudley Flood Center for Educational Equity and Opportunity. In the Fall of 2016, the Forum launched its weekly television program, Education Matters, which airs on WRAL-TV, FOX 50 and UNC-TV’s NC Channel.

Equal Opportunity Employer:

It is the policy of the Public School Forum to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.