



Job title: Education Director

Puentes de Salud (Bridges of Health) is a 501(c)3 nonprofit organization that promotes the health and wellness of Latinx immigrants in and around Philadelphia through high-quality health care, innovative educational programs, and community building. The foundation of Puentes de Salud rests on the belief that community wellbeing results from a collaborative, multidisciplinary effort that focuses on addressing the conditions in which we grow, learn, live, work and age.

The Puentes de Salud education branch works with young people ages 3-18 and their families through out-of-school-time programming. Our programs aspire to foster multilingual, intergenerational teaching and learning spaces that nurture creativity, exploration, and cultural connection and support youth and families to recognize and exercise their power in the world. Our programming spans arts-based early language learning, academic tutoring, social justice & sexuality education, leadership development, post-secondary preparation, and more. We are seeking an Education Director to lead and grow Puentes de Salud's education programming. This position reports to the Executive Director.

Duties:

- Lead and supervise the Puentes Education team, consisting of 3 FTEs, 1-2 PTEs.
- Direct the growth and strategic development of the Puentes Education branch.
 - Advance the goals and strategies developed in our summer 2021 education strategic plan.
 - Engage in on-going program reflection and evaluation in collaboration with young people, families, staff, and volunteers.
 - Identify and measure progress towards program goals and outcomes.
 - Track and analyze qualitative and quantitative program data for internal and external purposes.
- Oversee the financial sustainability of Puentes' education programs.
 - Manage and administer four annual program budgets totaling approximately \$200,000.
 - Foster and maintain strong relationships with existing funders (foundations, individual donors).
 - Identify and cultivate relationships with new funders.
 - Write, track, and submit regular grant applications, progress reports, and supporting materials.
- Oversee and grow successful external partnerships.
 - Foster and manage relationships with a variety of local partner organizations including the School District of Philadelphia, the Mayor's Office of Education, other non-profit organizations, and local colleges and universities, among others.
 - Identify and develop relationships with other organizations and partners as relevant to advancing Puentes' education work.
 - Represent Puentes at relevant promotional and public speaking opportunities.
- Ensure high-quality year-round service delivery across programs.
 - Monitor and implement program safety procedures related to COVID, background clearances, mandated reporting, physical safety and security, etc. Manage additional compliance with School District of Philadelphia partner guidelines.



- Develop and oversee implementation of regular staff and volunteer training and on-going professional development.
- Foster positive relationships with young people and families.
- Work with the overall Puentes staff team to integrate education services with other disciplines to best serve youth, families, and community members.
- Collaborate closely with the Puentes executive leadership team to advance the organization's strategic direction and work as a whole.
- Support other aspects of Puentes' work at large as needed.

Schedule: Full time, 40 hours per week. Work is hybrid at present - a balance of remote and in-person activity. Seeking candidates who are based in or near Philadelphia or willing to relocate to this area.

Compensation: \$53,000 - 57,000 salary commensurate with experience and qualifications. Background checks required after a conditional job offer is made. This position includes competitive benefits from the University of Pennsylvania Health System.

Qualifications and Education

- 3-5 years relevant work experience or an equivalent combination of education and experience.
- Bachelors in education or other relevant field required, Masters in education or other relevant field preferred.
- Oral and written fluency in Spanish and English.
- Experience working with youth of varied ages and families.
- Experience supervising other direct report team members (volunteers, contractors, and/or staff).
- Experience in program development and evaluation and long-term project planning.
- Excellent oral and written communication skills to interact with youth, families, volunteers, and staff across a variety of contexts and platforms.
- Familiarity with creating and managing program budgets.
- Experience writing grants and managing relationships with funders.
- Ability to work well both independently and collaboratively as part of a team.
- Prior experience working with immigrant and/or BIPOC communities or organizations.
- Proficiency in Google suite and Microsoft office.
- Strong problem-solving, planning, and organizational skills.
- Demonstrated knowledge of or experience working in the realms of bilingual education, critical literacies, and/or culturally responsive pedagogies preferred.

Physical Demands: Possibility of lifting up to 40 lbs. Visual: Computer use; must be able to use email. Hearing: Phone use. Working Conditions: Position operates in an environment that is generally free of noise, dust, temperature extremes or other hazards; may work in environments without elevators.

To Apply: Please email your resume and cover letter to Orfelina Feliz Payne at orfelina.payne@puentesdesalud.org by May 13th. We will review applicants on a rolling basis before that date.