

# Program Impact Coordinator

Communities In Schools is a national network of independent affiliates with the mission to surround students with a community of support, empowering them to stay in school and achieve in life. Our passion is students, and we are “all-in” for kids! As Communities In Schools, our three affiliates join with other CIS affiliates, state organizations and our national office to make up the largest dropout prevention network in the country. We achieve this critical mission by hiring bright, creative, innovative team members who have a passion for what we do. We can’t wait to meet you!

## Position Overview:

The Program Impact Coordinator will work in partnership among three CIS affiliates in North Carolina: CIS of Montgomery County, CIS of Randolph County and CIS of Thomasville. The coordinator will ensure fidelity to the CIS Model through coaching and support of school-based staff, as they uphold and advocate for students and families in these three counties. The position will work closely with the three Executive Directors and with a team from the CISNC office to build relationships and equip site staff with the knowledge and skills to be successful in their roles. This position will also work collaboratively among the three counties to deepen partnerships across all three affiliates and create opportunities to further deepen and grow services to students in this region, allowing the Executive Directors to focus on creating strong, sustainable affiliates.

## Essential Functions:

- Responsible for ensuring programmatic quality and achievement of CIS Model standards through regular communication with site staff and Executive Directors; convening professional development sessions/calls; facilitating site visits/meetings /walk-throughs; reviewing Communities In Schools Data Management system (CISDM) reports monthly; and reporting progress to Executive Directors.
- Develops staff competencies and programmatic quality by utilizing the CIS Model fidelity rubric.

- Provides on-going training and support to ensure the timely and accurate entry of data into CISDM.
- Oversight of all reaccreditation requirements for the student support standards.
- Responsible for assisting with just-in-time development and facilitation of training sessions in-person, via webinar, multimedia, and other distance education delivery options.
- Develops and facilitates webinars on a regularly scheduled basis to assist Student Support Specialists in the development and implementation of mission critical competencies.
- Develops a regional cohort to establish a strong network of Student Support Specialists with a focus on improving site-based practices and outcomes.

#### Required Education/Experience:

- Bachelor's degree in education, social work, or public administration is required. Master's degree or equivalent experience preferred.
- Experience working in school- or community-based organizations.
- Demonstrated passion and commitment to diverse students, families and communities.

#### Necessary Skills:

- Superior verbal and written communication skills
- Outstanding interpersonal skills.
- Technology expertise for the development and delivery of programming and program evaluation.
- Technologically proficient in all office technology systems including spreadsheets, word processing, email, and Microsoft Applications.
- Awareness and understanding of diversity, equity and inclusion in community-based programs.

The ideal candidate will have experience, knowledge or understanding of Communities In Schools or similar community-based student support organizations. We can't wait to hear from you!

This is an 11-month position (August – June) with a salary of \$41,250 (based on a 12 month \$45,000 salary).

Please submit resume and letter of interest, and three personal references to:

[hr@cisrandolph.org](mailto:hr@cisrandolph.org)

Closing date: September 30, 2022 or until filled

Anticipated Start Date: By October 31, 2022