

MANO EN MANO · HAND IN HAND

Building a stronger and more inclusive Downeast Maine by working with diverse populations to provide housing and educational opportunities, remove barriers to health and social services, and advocate for social justice.

Position Description: Migrant Education Regional Coordinator

Employment Status:	80% FTE (32 hours per week)
Funding Status:	Dependant on continued funding for Migrant Education
Classification:	Regular/Non-Exempt
Compensation:	\$31,000 per year (about \$600 per week)
Reports to:	Executive Director
Location:	Eastern Washington County, Maine (work from home)
Travel:	Extensive travel in Eastern Washington County and to Milbridge for meetings
Personal Vehicle:	Required (reimbursed for eligible use)
Language Fluency:	English
Education Level:	Bachelor's Degree or Higher

Narrative: This position is responsible for the overall coordination of our Migrant Education Program in Eastern Washington County through December 31, 2011. **There is potential for continuation into 2012 depending on continued funding, but likely with a reduction in FTE status as program development responsibilities are phased out and we seek to maintain, rather than create our level of programming in the region.** It is funded 100% by contracts for Migrant Education and as such, 100% dedicated to that program and staff development responsibilities. This position requires strong decision-making, long-term project management, daily travel throughout Eastern Washington County, supervision of tutors as needed, the ability to create innovative programming while following strict contractual guidelines, and flexibility in scheduling to meet student needs. **Primary responsibilities for Fall 2011 will be program development and promoting and educating families, community organizations, and schools about the Migrant Education Program.** Eastern Washington County includes, but is not limited to the following towns: Baileyville, Calais, Eastport, Indian Township, Perry, Pleasant Point, and Machias.

Key Responsibilities:

- **Program Development:** Work with staff in Milbridge to develop strategy for program implementation; meet with principle/staff in schools and migrant students/families to introduce the program; determine student/service needs; establish and execute a protocol to be used with schools for monitoring migrant students and keeping in touch with teachers/administrators.
- **Advocacy:** Connect students with workplace readiness and job training opportunities; make referrals and advocate for health, social services, and other educational services for migrant students; and facilitate activities to promote leadership, high school graduation, and post-secondary education.
- **Parent Involvement:** Conduct activities for families to increase parent involvement and the home/school connection and provide or arrange for translator at parent functions and parent/teacher meetings as needed.
- **Administration:** Recruit and supervise tutors; attend weekly staff meetings in Milbridge; complete documentation of services forms and reports as requested; complete a monthly

report with an overview of services descriptions; and attend webinars and meetings as requested.

Qualifications:

- Ability to implement and supervise projects. Demonstrated leadership experience or potential. Knowledge of the creation and implementation of educational programs.
- Ability to work flexible hours, often during evenings or on weekends, to meet the needs of a highly-mobile population.
- Ability to travel extensively in Eastern Washington County on an almost daily basis (see narrative for description of area of responsibility).
- Ability to use a computer and learn about programs and software that Mano en Mano uses. Frequent platforms include: Google Docs/Calendar/E-mail, Microsoft Office Suite, and Harvest (time management platform). You must be available to respond to electronic communications within one business day.
- Preference is given to those with experience in Migrant Education and/or connection to programs that serve migrant students in Eastern Washington County.
- Preference is given to those who have experience finding innovative ways to use technology in educational settings.

Application Instructions:

- Mano en Mano is an Equal Opportunity Employer.
- Application materials will be accepted until the position has been filled.
- You are welcome and encouraged to ask questions about this position. You may contact Executive Director Ian Yaffe at (207) 619-2822 or iy@manomaine.org.
- To apply, please visit <http://www.manomaine.org/about/jobs> and download the employment application (it provides further instructions). This job posting requires a cover letter and resume in lieu of the long application.