



Job Description: Student Services Manager

Status: Full-Time or Part-Time

Reports to: Executive Director

Position Summary:

The Student Services Manager is responsible for many aspects of LAEF programming and donor-funded initiatives. This position will collaborate closely with the Programs Manager and the Executive Director.

Essential Duties and Responsibilities:

- Redesign and expand the FREE after-school elementary World Language classes, providing both virtual and in-person offerings.
- Expand social/emotional learning opportunities, including workshops and counseling groups. Manage current partnerships and pilot new partnerships. These workshops are provided as a donor funded “give back”.
- Expand STEAM learning opportunities to include after-school workshops in partnership with other non-profit organizations or vendors. These workshops will be provided as a donor funded “give back”. Assess STEAM offerings at the middle/high school level and technology/supplies therein.
- Manage the full administration and expansion of grants that LAEF awards to Los Al schools.
- Partner in the planning and success of school-based STEAM Fairs.
- Establish annual college counseling workshops and programs for LAHS students and parents (in collaboration with school staff).
- Supervision and enhancement of the Extended Learning Opportunities program in partnership with Los Al USD and integrated with LAEF’s existing after-school program.
- Facilitate the registration process for students with special needs in all LAEF programs, and secure/hire the appropriate professionals to support them.
- Recruit, hire, train and supervise teaching/support staff for above programs. Supervise all partnership programs and communicate effectively with their management.
- Coordinate programs and the use of school sites with School Principals and other onsite staff. Build strong relationships and solicit their feedback.
- Develop all marketing, enrollment, waivers, and parent communication materials for above programs.
- Manage program enrollment, maintaining class rosters and waiting lists, and communicating with parents, teachers/instructors/vendors and school sites throughout enrollment process.
- Assess the quality of all programs and make active changes to improve and adjust throughout.
- Work closely with the Executive Director to establish long-term goals, objectives, new ideas and expansions for each area of responsibility.
- Preparation and publication of items sharing the “good news” of LAEF’s work with Los Al kids for press releases, website, social media, donor communication, events, etc.
- Assume other tasks and responsibilities assigned by the Executive Director.

Knowledge Skills and Experience:

1. Exhibit a passion for educating students and a commitment to LAEF's mission and vision.
2. Excellent communication and interpersonal skills with the ability to confidently engage, lead, inspire, and work closely with a wide range of stakeholders.
3. Outstanding skills in organization, attention to detail, problem solving and critical thinking. Ability to analyze and utilize data.
4. Strong technology skills: proficient in Microsoft Office Suite and Google Workspace, ability to utilize specific web-based applications; willingness to learn and adapt to new tools/tech.
5. Self-motivated with successful experience with project management and implementation.
6. Positive attitude and team oriented. Flexibility and creativity in conceiving and pursuing new initiatives.
7. Five or more years of professional experience working in the non-profit sector, in education or in project management. Experience hiring and supervising staff preferred.
8. Bachelor's Degree in a related field required.
9. Valid California driver's license.
10. Available to attend occasional evening and weekend meetings/events.

Compensation: \$67,000 annually full-time or \$35 per hour part-time (25 hours minimum per week). Sick, holiday and vacation hours commensurate with scheduled time. Option to participate in LAEF health insurance (full-time only) and 403B retirement savings program with matching (part-time and full-time).

Work Location: The LAEF office is located at the Los Alamitos Unified School District Office. Work sites may vary throughout Los Alamitos USD boundaries, special event locations, and occasionally include areas in surrounding cities. Partial time working from home is an option.

Application Procedure: Email resume, cover letter, and 2 letters of recommendation to clogue@laef4kids.org through 4/12/24. Those considered for employment will need to participate in a background check.

Non-inclusive Clause: This position description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable business duties and will be responsible for implementation of the policies, procedures and standards established by the Board of Directors. Position descriptions are reviewed periodically and may be revised at the discretion of management. This position description is not a written or implied contract.

Please note: LAEF's Student Services Manager will be an employee of LAEF, not Los Alamitos USD, and will not receive payment into CALSTRS or PERS.

LAEF is committed to providing equal employment opportunities to all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.