

## Program Manager: Network Engagement

### PAVE Overview

PAVE (Parents Amplifying Voices in Education) is a non-profit organization whose mission is to connect, inform, and empower parent leaders to give families in DC a voice and choice in the vision for education in our city. In PAVE's vision, parents are partners and leaders with schools and policymakers in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

***PAVE parent leaders fight for an environment where the vision for education in DC is not created for families but rather with families, shifting and changing the dynamics of power so that communities and parents are partners in developing great schools.*** PAVE intentionally and constructively asks parents to engage in education policy in DC, opens opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing education policy, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

At PAVE, our parent leaders identify the issues that they want to move forward on behalf of our kids and our schools and in just seven years, have significantly impacted the education system and policymaking in our city that should be a state.

PAVE is a fast-paced, high-performing organization driven by a passionate team made up of nearly 3,000 parent leaders, 8 (and growing) full-time staff, and school, citywide, and national partners in educational equity. ***The standard at PAVE is excellence – in all that we do, all that we give, and all the spaces that we open for family and community voice.***

### The Role

Reporting to the Chief Strategy Officer (CSO) the Program Manager for Parent Engagement will lead the execution of PAVE's parent engagement strategy. This role will partner with the Chief Strategy Officer and the Program Coordinator for Parent Leadership to develop, implement, and accelerate the organizational impact of PAVE's parent leaders, including leader recruitment and development, systems creation and implementation to track parent advocacy, cross team coordination to ensure that parents are creating, driving, and advocating for PAVE's advocacy priorities. The Program Manager will work cross-functionally with the PAVE's Policy & Advocacy, Communications, and Operations & Systems teams to help parent leaders reimagine the DC education system.

**Responsibilities:** This role will ensure that all PAVE parent experiences build community, ensure joy, expand parent knowledge, and facilitate opportunities for parents to take action.

- ***Managing Internal Parent Meetings:*** Citywide Parent Leaders in Education Boards, Ward-Based Parent Leaders in Education, and the Community Change Fellowship
  - Confirmation/Attendance Process: Implement an efficient and effective system to confirm all parent attendance using texts, emails, organization publications, calendar invites, and personal follow-up,
  - Manage Organizational Goals for Parent Participation: ensure parent targets for meetings are reached, track progress to goals and communicate that progress across teams, and flag gaps to goal to ensure goals are met,



PARENTS AMPLIFYING  
VOICES in EDUCATION

- o Track and manage the leadership activities of parents and identify opportunities for parents to grow and deepen their leadership abilities,
- o Input all attendance data into Salesforce,
- o Track parent participation in all internal meetings and work with Ops/Systems Team to make sure all of the data is accurate to ensure accurate management of parent commitment stipends,
- o Facilitate make-up opportunities for parents who miss internal meetings,
- o Coordinate and staff CSO on 1:1 meetings with parents and PAVE staff when necessary to address specific issues (ie lack of engagement, parent concerns, outstanding questions). Capture, communicate and ensure completion of all necessary follow-ups.
- **Support Execution of Capstone External Events:** Annual Kickoff, All-Ward Learning Day, DC Parent Voice and Choice Week, PAVE Budget Forum and Response, and Parent Policy Summit
  - o Confirmation/Attendance Process: Implement an efficient and effective system to confirm all parent attendance using texts, emails, organization publications, calendar invites, and personal follow-up,
  - o Manage Organizational Goals for Parent Participation: ensure parent targets for meetings are reached, track progress to goals and communicate that progress across teams, and flag gaps to goal to ensure goals are met,
  - o Input all attendance data into Salesforce,
  - o Track parent participation in all Capstone Events and work with Ops/Systems Team to make sure all data is updated to ensure accurate management of parent commitment stipends,
  - o Schedule, Coordinate and staff CSO on 1:1 meetings with parents and PAVE staff when necessary to address specific issues (ie: lack of engagement, parent concerns, outstanding questions). Capture, communicate and ensure completion of all necessary follow-ups,
  - o Manage the application process for Citywide PLB Board membership and communicate
- **Monitor and Assess Network Growth and Parent Leadership Development:** Execute the strategy to recruit new parents to PAVE's work and support strategy to retain and grow the leadership of current PAVE parent leaders
  - o Work with the CSO to create and outreach strategy to recruit new parents to the PAVE network,
  - o Identify organization and partners to support the network growth strategy and create a plan to cultivate relationship,
  - o Identify community partnerships and events to support the network growth strategy,
  - o Be present in the community, schools, and attend events to expand the reach of PAVE and create awareness,
  - o Support the CSO in the management and execution of the PAVE Parent Leadership Strategy to support the growth of parent leaders.
  - o Support parent leaders in their ability to execute on their leadership actions and explore opportunities for leadership growth,
  - o Support the CSO in the relaunch the Community Change Fellowship.

### **Qualifications**

The Program Manager will be demonstrably committed to PAVE's mission with a track-record of both commitment and experience to building power and elevating the voice of underrepresented communities. An exceptional candidate will have an ability to engage and build relationships across diverse audiences, communicate effectively, and experience with systems and project management, and a proven attention to detail.

### **Required qualifications include:**

- Minimum of five to seven years' work experience, ideally in an advocacy,



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- community engagement, or grassroots organizing,
- Bachelor's degree required,
  - Proficiency in Microsoft Office Suites and Google required. Experience with social media, Slack or other real-time communication platforms, and Salesforce highly desired,
  - Excellent written and verbal communication skills,
  - Strong work ethic and desire to work in a mission-driven environment,
  - Willingness to work in a fast-paced environment and do whatever it takes to reach ambitious outcomes,
  - Strong critical thinking, and problem-solving skills,
  - Ability to adapt, self-start, and prioritize between multiple competing demands,
  - A reputation for being trustworthy with excellent judgment and discretion,
  - Resourcefulness with strong self-awareness, cultural competence, emotional intelligence, and humility,
  - Demonstrated success in supporting the professional growth of fellow team members,
  - A systems thinker who likes to do on-the-ground work to solve problems on teams,
  - A track record that demonstrates a commitment to elevating parent and/or community voice,
  - Deep knowledge and awareness of the communities, education system, political landscape, and other systems impacting families in DC,
  - Demonstrated experience with building systems and using data to manage projects and evaluate success,
  - Excellence in organizational management with the ability to build relationships, convene partners, and achieve strategic objectives,
  - Extremely organized, detail-oriented and strong project manager; ability to manage multiple projects at once (including projects in collaboration with other team members),
  - Resourceful, flexible individual with strong time management skills and an ability to work independently and collaboratively on tight deadlines,
  - Past success working with communities, with the ability to cultivate existing relationships and strong ability establish new relationships and cultivate growth,
  - An exceptional work ethic and commitment to excellence in every outcome.

### **Compensation**

The salary range for this role is \$75 - \$115k annually, dependent on qualifications and years of experience. PAVE employees are offered full medical, dental, and vision benefits at no cost to the individual, as well as a 401(k) plan with 4% match, and generous paid time off. A complete listing of PAVE benefits can be viewed at <https://dcpave.org/careers/>.

### **Location**

This position requires residence in the District of Columbia. The person in this position must be local in order to build deep connections and relationships with staff and to support the work on-the-ground with parent leaders and other stakeholders. This position requires frequent work on nights and weekends to support the schedules of parents.

### **To Apply**

Submit your resume and cover letter to [jobs@dcpave.org](mailto:jobs@dcpave.org).