



**BOYS & GIRLS CLUBS**  
OF PORTLAND METROPOLITAN AREA

**Position Profile:**

**Position Title:** School Liaison Manager

**Reports To:** Sr. Director of Youth Programs

**Classification:** Full-time/exempt

**Salary:** \$39,000.00/a year

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**BGCP'S mission** is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. BGCP's top priorities are to ensure an inclusive, diverse and equitable work environment with an uncompromised commitment to safety. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners and seek individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who are dedicated to supporting extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding communities, and are hungry for ongoing personal growth and professional development.

**Join our dynamic team** and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth with whom we are privileged to serve each day. For more information on BGCP and our work visit: <http://bgcportland.org/about/>

**BGCP is currently searching for a School Liaison Manager.** This is a BGCP leadership position representing the organizations' program administration team and reports to the Sr. Director of Youth Services. This position requires an unwavering commitment to the overall mission and vision of BGCP and service to young people. The necessary skills required for this position are:

- Uncompromising dedication to trauma informed, equity, and inclusion,
- A commitment to success through responsible personnel management and professional development, knowledge of school site operations and partnerships.
- Commitment to upholding BGCP's 21st Century Community Learning (21CCLC), and other program goals and requirements,
- Familiarity with grant data management and reporting.
- Required communication and cooperation with the North Clackamas School District 21CCLC grant manager, and other school officials.

**Position Responsibilities:**

**Leadership:**

- Provide inclusive leadership with a constant focus on recruiting, creating, and retaining diverse and talented program teams
- Build and foster a team environment of personal and collective ownership over the delivery of quality programs and impact; proactive practices of solicitation of feedback and improvement; and inspire collective achievement of overall program goals
- Mentor school site directors in building skills and providing the resources to identify, retain, and grow top-performing staff
- Weekly 1:1's with school site directors

### **North Clackamas Program Services:**

- Lead the recruitment, onboarding, training, management, and ongoing professional development of School Site Directors
- In collaboration with the Sr. Director of Youth Services, oversee the implementation of high-quality program delivery with focused, measurable impact on the youth we serve
- Attend bi-annual 21CCLC program director meetings

### **21CCLC Grant & Data Management:**

- Support and monitor the collection of youth attendance, meal, family engagement, survey and program offering data in support of grant goals.
- Facilitate the sharing of data with program stakeholders.

### **21CCLC Administrative Tasks:**

- Project management - creation of deadlines and milestones for project implementation by School Site Directors, quality control and dissemination of work products to appropriate audiences.
- Creation of promotional materials for programs, family engagement opportunities, special events.
- Oversight of payroll and staff hours and task tracking during remote work.
- Oversee and facilitate the completion and submission of paperwork including membership and attendance reports, student transportation lists, Child and Adult Care Food Program(CACFP) paperwork, teacher time cards, incident reports annual program improvement plans, and other youth served.

### **Metro School Partnerships:**

- Work in collaboration with local Clubs to identify schools with which to build partnerships.
- Develop partnership toolkit for club leadership that facilitates communication, data sharing, and other promoters of school-to-afterschool continuity between club staff and schoolteachers, counselors, and administration.
- Work with Club leadership and Senior Leadership team to create regular partnership meetings between schools and Clubs.
- Schedule and facilitate quarterly meeting with school administration and Club leadership to review needs of youth, families, and service alignment.
- Work with Clubs to maintain regular communication and strategic relationships with partner schools.
- Provide regular updates to BGCP Senior team.

### **Organizational Commitments:**

- Create a school engagement plan for Club directors to implement:
  - Communication and outreach plans for connecting club staff with school administrators with goals of creating a regular cadence of communication and data sharing.
  - Preliminary outreach to the above.
  - Communication and outreach plans for connecting club staff with parents to establish permission and generate buy-in to the plan of regular data sharing.
  - Identification of groups, committees, and other 'tables' that BGCP staff can be at to further school-club partnerships in support of wrap-around and holistic support of youth and families.
  - Preliminary outreach to the groups above.
  - Exploratory outreach to school and district staff to establish how schools and club can collaborate to support families considering COVID-19 and limited in person schooling at well as the racial justice movement.

## **Position Qualifications**

### **Professional Skills and Education -**

- A minimum of 2 years' experience in leadership/management
- Strong communication skills. Ability to connect and relate to people of diverse background and experiences and stakeholders ranging from individual youth's parents to school district leadership.
- Project management
- On the ground youth program delivery as well as strong knowledge of youth development theory and practice
- Partnership development & stewardship
- Work independently, vision as well as execute - create and implement plans and projects
- Data management, systems, tracking
- Work experience in school environment (during or afterschool)
- Able travel widely in over city (when we return to in person schooling)

## **The Application Packet**

1. A resume'.
2. A cover letter. The cover letter should address why you are interested in this opportunity and how your qualifications and experiences (both professional and/or lived) will make you a successful candidate for this position. The cover letter should also demonstrate your work experience and how they are related to those shown in the position's general requirements.

## **The Selection Process**

1. Initial review of minimum qualifications
2. Application materials review
3. Consideration of top candidates
4. Background and reference checks

Note: Application information may be used throughout the entire selection process. This process is subject to change without notice.

*Diversity and Inclusion: At BGCP, we do not just accept difference; we value it and support it to create a culture of dignity and respect for our employees.*

*BGCP is proud to an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.*

*Under Oregon Law, qualifying veterans may apply for veterans' preference.*

*BGCP gladly provides reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact BGCP Human Resources in advance to request assistance.*