

Northeast Community Center Association

Position Description

Job Title: **The ZONE Community Initiatives Manager**
Reports to: Jene Ray, Director
Coordinates: Expanded Learning and Community Impact Grants
FLSA: Full time. Hourly, Non-Exempt



The ZONE Community Initiatives Manager oversees grant funding and reporting, contributing to the academic and social-emotional growth of children and youth, and supporting thriving households in Northeast Spokane. This position provides support for community based and school partnerships through grant management and oversight, including fiscal review and monitoring of program costs. The Manager will also convene partners for resource sharing and collaboration, gather data, and report on collective outcomes. Project management, budgeting, audits and reporting are a significant portion of this position. This role will work closely with the Grants and Foundations Relations Manager who is lead on writing grants. Minimal travel may be required.

Organization Overview

The ZONE is a place-based initiative of the Northeast Community Center supporting households, schools and neighborhoods. Our foundational questions is: What does it take for your family to thrive? Resident-led and grant-funded, ZONE staff co-design 2-Gen programming aligned with the goals and priorities of students and families. We measure increased academic outcomes (attendance, behavior, coursework, social-emotional learning) for children and youth in the households, and whole family sense of belonging to school and neighborhood, decreased depression and anxiety, and financial stability. A collective impact backbone, The ZONE partners with over 100 local organizations to support goals in Northeast Spokane. Learn more at www.thezonespokane.org.

Primary Responsibilities and Specific Duties

- Facilitate collaboration, learning, and assessment of out-of-school time programs and school-community partnerships. Includes hosting regular partner meetings, creating spaces for resource sharing, and supporting strong data collection/analysis of collective impact for these currently funded programs:
 - 21st Century Community Learning Center sites (four Spokane Schools in partnership with Communities in Schools)
 - Organizations supported through The ZONE Expanded Learning Program with Ballmer Foundation
 - Family and student-support staff embedded in Spokane Schools
- Gather data from current and future initiative partners on a regular basis and work closely with funders to align and adjust investments
- Work with partners to analyze data, support continuous improvement of programs, measure impacts, and help create reports on outcomes to funders and the community
- Organize professional development and other trainings for partners as needed

Skills and Personal Characteristics

The selected candidate will be not only dynamic and outgoing, but strong in cultural knowledge and competence; comfortable with change; demonstrate a history of developing strong relationships and partnerships with both community members and organizational leaders; and possess the energy and passion for serving the community. Ability to actively listen and communicate clearly and professionally, both verbally and in writing. Experience working with data and reporting. Ability to work independently and as part of a team.

Knowledge, Skills, and Abilities

- Flexible, self-motivated, outcome driven
- Project/program development and management experience
- Experience facilitating group meetings and building partnerships
- Familiarity working with data and reporting outcomes
- Ability to work in multiple databases
- Ability to work well with all types of people
- Demonstrated experience in effective collaboration and teamwork
- Good verbal, written communication and organizational skills
- Ability to problem solve quickly and independently
- Ability to maintain composure in crisis situations

Other Requirements

- Valid driver's license, clean driving record, and reliable transportation
- Computer skills with a variety of software programs and ability to adapt/learn new technologies
- Must pass a background check
- Must exhibit maturity and professionalism in personal behavior when officially representing the NECCA/The ZONE and when off duty.

Required Education: Associate of Arts/Sciences Degree

Required Experience:

Minimum 2 years experience managing budgets and deliverables.

Must demonstrate experience or education in data management, measuring, and reporting.

Must demonstrate experience in Excel.

Working knowledge of Microsoft Suite for inputs and outputs (invoice creation and tracking) and impact visualization.

Preferred Experience/Education:

Knowledge of Northeast Spokane and/or neighborhood resident. Multilingual. A bachelor's degree in finance or grant management. Project Management experience.

Hours/Salary & Benefits: FT. \$24-\$29/hour depending on experience and education. Medical insurance, retirement, & other benefits in accordance with NECCA personnel policies upon successful completion of probationary period.

The responsibilities and requirements described in this position description are representative of attributes needed to successfully perform the primary duties and responsibilities of this position. This description in no way states or implies that the primary duties described are the only responsibilities.

To apply: Please send cover letter and resume to Jene Ray at jray@necommunitycenter.com or call 509-487-1603 x224 with questions.

The Northeast Community Center Association is a Drug and Alcohol-Free Work Environment. Applicants may be requested to complete pre-employment drug screening. As the Center serves fragile populations, a pre-employment criminal background check will be required. This is an Equal Opportunity Work Environment.