



Job Title:	Education Manager	Department:	Education
Location:	Community Homeworks 810 Bryant St., Kalamazoo, Michigan	Travel Required:	Occasional/Local
Starting Salary Range:	\$47,000-53,000/year	Position Type:	Full-time (40 hrs./wk.)
Benefits:	160 hours PTO, health insurance (including vision and dental), 10 paid holidays, paid trainings, and conferences/professional development, and generous wellness stipend		

To apply: E-mail hireing@communityhomeworks.org **Subject Line:** Education Manager Resume

Attention: Hannah Clark, Associate Director

****Please include your resume and a list of references.**

Community Homeworks is a 501(c)(3) nonprofit organization whose vision is a Kalamazoo County transformed by people thriving in sustainable homes. We achieve this through our mission to empower our neighbors to maintain safe, stable, and sustainable homes for generations. This is achieved through critical home repairs, homeowner education, and a tool library to foster self-sufficient and successful homeowners.

Community Homeworks is guided by six values that serve as the foundation of our work internally and with our partners:

- **Love:** Our motivation, our aim, and our legacy in everything we do. Love gives people a greater sense of belonging, meaning, and value.
- **Equity:** We welcome everyone to join us in our mission. We strive to identify and eliminate barriers that prevent full participation.
- **Empowerment:** We strive to activate the unique potential in each of us.
- **Collaboration:** We achieve the greatest impact when we combine our strengths.
- **Excellence:** We hold ourselves to the highest standards in all that we do for our clients, ourselves, and our community.
- **Integrity:** We act ethically and do the right thing, even when it is not convenient.

The Education Manager leads the Education Department and ensures CHW provides local homeowners with the skills and knowledge to maintain safe, stable, and sustainable homes. This position requires knowledge of how adults learn, the various skills and knowledge homeowners need to maintain their homes, and the ability to create spaces that support all types of learners. This position collaborates with staff, participants, instructors, community partners and others who support our programs and services.

Responsibilities:

- Plan and execute the educational programming priorities and goals prescribed by the multi-year strategic plan.
- Manage staff and volunteers in the Education Department, including the Education Specialist and volunteer instructors.



- Develop and execute an annual education plan and schedule, including developing and adapting curricula and materials.
- Maintain accurate records and program data, including utilizing our database system to track participation in classes.
- Ensure rich monthly content is generated from in-person, virtual, and remote workshops.
- Coordinate and host educational workshops, classes, and other events for Community Homeworks, including preparing the workshop space, props, and instructor materials in advance.
- Assist with periodic facility rentals of the Education Center and ensure the Education Center and education supplies remain presentable.
- Develop strategies to recruit and retain a diverse pool of volunteers to instruct and support educational programming.
- Develop and sustain key educational community partnerships.
- Work with Mission Advancement to develop and manage marketing and outreach activities to promote educational programming throughout the community.
- Work with Mission Advancement to develop sponsorship opportunities through education.
- Ability to work some evenings and limited weekends.

Minimum Qualifications

- Minimum three years of experience in planning and executing organizational educational programming priorities and goals. **Or relevant skilled-trades experience.**
- Preferred professional experience designing curriculum, preferably with a local non-profit organization.
- Creative and strategic thinker with the ability to integrate the Education Department's work into the entire organization.
- Proven ability to train and support external workshop facilitators.
- Strong organization skills and ability to regularly multitask.
- Ability to effectively communicate with staff, participants, and partner organizations in both individual and group settings.
- Experience using (or willingness to learn) Microsoft Office (Word, Excel, PowerPoint), email, G-Suite, participant database, and project management software.
- Proactive and self-motivated, with the ability to take initiative and steward projects from start to finish, working collaboratively with team members and stakeholders.
- Pass criminal background and sex offender registry.
- Ability to work a flexible schedule (some evenings and weekends are required).
- Proven commitment to upholding organization's values.

Community Homeworks is an equal opportunity employer.