



Umoja Program Regional Coordinator Director
Umoja Community Education Foundation

FLSA Status: Exempt
Salary Grade: \$105,000
Reports to: Executive Director
Position Status: Full-time
Location: California

Mission

Umoja is a community of educators and learners committed to the academic success, personal growth and self-actualization of African American and other students. The Umoja Community seeks to educate the whole student—body, mind and spirit. Informed by an ethic of love and its vital power, the Umoja Community will deliberately engage students as full participants in the construction of knowledge and critical thought. The Umoja Community seeks to help students experience themselves as valuable and worthy of an education.

Umoja Community is currently seeking a full-time Regional Coordinator (RC) Director to help us as we strive to meet our mission. The primary duty of the Director is to develop and implement programs and strategies for Umoja programs in the community colleges. This position directs Umoja Regional Coordinators as they support the campus-based Umoja coordinators with integral knowledge about culturally relevant pedagogy specifically designed to enhance the lives of African American and other disproportionately impacted students in the community college setting, and trains and supports Umoja coordinators and other faculty at their work sites.

Scope

Working with Regional Coordinators, the RC Director guides the development of content experts and the development of innovative training strategies and materials based on research for supporting students' paths to four year-institutions. Directs the development of curriculum and pedagogy by coordinators and instructors teaching in a Umoja Program, oversees data collection from sites, ensures compliance regarding site level data collection, and provides context and support for analysis. Works under the direction of the Executive Director (or designee).

Key Responsibilities

- Oversee and support all responsibilities for Umoja Regional Coordinators including their responsibilities in conducting training and research; implementing programs and providing site support; facilitating meetings, making presentations, and preparing reports;

- Oversee all programming operations and be the direct contact and supervisor of the Regional Coordinators;
- Training all Umoja facilitators and assist with content development for professional development activities;
- Oversee and provide strategic direction to the daily operations of the regions;
- Provide technical assistance to Regional Coordinators and conduct planning activities to address program needs;
- Identify partnership opportunities with colleges and initiate readiness process for identified colleges to provide future programming and gain affiliation to the Umoja Community;
- Provide support for the collection and submission of data, especially as related to Regional Coordinator site visits;
- Support, coordinate, document, and maintain master schedule of all Regional Coordinators' site visits and activities;
- Ensure the timely and complete submission of monthly, site visit, and annual site visit reports;
- Monitor the workload and schedule of all Regional Coordinators ensuring the accuracy of time reports and support of coordinators and faculty practitioners;
- Prepare executive summary of budget, data, and narrative reports of Regional Coordinators;
- Prepare summary reports of monthly, site, and annual site visit reports for the Board of Directors;
- Serves as a backup for all Regional Coordinators on site visits, etc.;
- Serves as the lead and key contact for all prospective and readiness colleges;
- Report to the Executive Director.

Supervisory Responsibility: Yes

Travel: 50%

Minimum Qualifications

- Master degree and prior experience with programs that serve African American students;

- Minimum 5 years' experience in program coordination, faculty development coordination, academic counseling or instruction in a community college setting or higher educational systems;
- Experience supervising individuals in a higher education environment;
- Project management experience;
- Extensive knowledge of African American student population;
- Excellent analytical skills, writing, project management and problem-solving abilities;
- Ability to effectively communicate both written and verbal;
- Strong attention to details;
- Demonstrated administrative and leadership skills;
- Experience in collecting, analyzing, and presenting student outcome data to inform practice;
- Familiarization with the California Community College System, preferably Umoja college-based programs;
- Demonstrated success in working with colleagues and professionals to improve outcomes for educationally disadvantaged students;
- Demonstrated ability to work collaboratively within a multi-cultural and multi-disciplinary environment;
- Demonstrated success in designing and presenting; and
- Willingness and ability to travel to regional sites and statewide training sites.