



Umoja Program Regional Coordinator

Umoja Community Education Foundation

FLSA Status: Exempt
Salary Grade: \$85,000
Reports to: Regional Coordinator Program Director
Position Status: Full-time
Location: California

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 to help us as we strive to meet our mission. The primary duty of the Regional Coordinator is to develop and implement programs and strategies for community colleges. This position provides 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

Provides content expertise and develops innovative training strategies and materials based on research for supporting students' paths to four year-institutions. Provides curriculum and pedagogy to coordinators and instructors teaching in a Umoja Program; and supports all data collection from the sites, ensures compliance regarding site level data collection, provides context and support for analysis. Serves on special project committees as necessary and works under the direction of the Regional Coordinator Program Director.

Key Responsibilities

Training and Research

- Develop and implement year-round, research-based, and differentiated training activities and materials that are responsive to Umoja Community practices, curriculum, and pedagogy needs;
- Participate in the design and development of Umoja Community professional development plan, and participate in developing a training framework, which supports the Umoja Model;
- As part of a cross-disciplinary team, develop and conduct the 5-day institute to train Umoja coordinators and design and implement ongoing training workshops throughout the year;

- Keep up-to-date with research and trends for educationally underrepresented student populations and provide innovative strategies and methods for site coordinators and faculty to apply in their coordination of the program at their sites; and
- Contribute to basic Umoja training offerings through the creation of training material, especially within the area of student support services and instructional support; and
- Develop materials for mentor and service learning component.

Program Implementation and Site Support

- Develop a strong relationship with the assigned college Umoja program coordinators and act as a liaison between college district and the Umoja Community;
- Participate in the overall development, implementation, and evaluation of the Umoja community college program;
- Work collaboratively with campus-based Umoja program staff to provide training, models, templates, and strategies to local programs;
- Through e-mail, telephone conversations and site visits, support the work of coordinators;
- Work collaboratively with community college coordinators in the implementation of the Umoja model, and apply quality assurance practices;
- Assist with expansion of new community college sites;
- Support community college initiatives, such as Guided Pathway, Chancellor's Office Vision, and professional development for non-Umoja practitioners.
- Collaborate with campus-based Umoja program coordinators ensuring a relationship with transfer centers, local area high schools, and other institutions of higher education(e.g., HBCU, CSU, and UC) to establish pipelines for Umoja students;
- Assist college-based Umoja program coordinators with development and implementation of strategies and professional development training on culturally relevant pedagogy specifically designed to enhance the lives of African American and other disproportionately impacted students;
- Develop a plan for Umoja programs that defines and implements schedules of all program components, including feedback, research, and analysis of program strengths and weaknesses;
- Share and model strategies to assist in accessing equity and/or other college-based or statewide funds;
- Provide ongoing regional training and resources to support the learning and development of strong practices that work with students;
- Ensure appropriate data collection as well as accurate reporting of MIS Special Populations data;
- Assist college-based Umoja program coordinators with developing and monitoring program budgeting processes with special emphasis on Umoja and equity funding;
- Assist college-based Umoja program coordinators in developing and/or fostering program components to build institutionalized, sustainable programs;

- Work with the college-based Umoja program coordinators to help establish and collaborate with the college-based Institutional Research Offices to design and implement an Umoja research agenda; and
- Participate in planning and facilitation of the Regional Symposia, Summer Learning Institute, the Umoja statewide conference as well as other designated events and trainings as assigned.

Meetings and Reports

- Attend and participate in community college weekly and quarterly meetings, statewide planning meetings and retreats.
- Attend required meetings.
- Communicate and meet with Regional Coordinator Program Director on a weekly basis to provide updates on assigned sites including individual issues or new projects;
- Assist with the administration of surveys and evaluations to all participating instructors, staff, and students to learn about program efficacy and challenges;
- Work with the Regional Coordinator Program Director to aggregate and publish site visit findings on a bi-annual basis with the objective to influence strategic and operational direction;
- Work collaboratively with the Umoja Community Board of Directors, Executive Director (or designee), Regional Coordinator Director, Regional Coordinators, and other staff;
- Maintain records of regularly scheduled site visits to include attendance, time sensitive issues, and projected course of action and outcomes;
- Assist with the development of site policy and procedure and training of RCs;
- Annually develop a site visit schedule by the end of the first quarter to include site selection and schedule and all need based factors; and
- Submit comprehensive site visit reports on a monthly basis to the Executive Director and Regional Coordinator Program Director.

Presentations and Electronic Materials

- Contribute to development of electronic materials for Umoja's website, and other marketing materials and reports.
- As necessary, make presentations to professional, educational, and community conferences and organizations about the community college Umoja Project.

Supervisory Responsibility: None

Travel: 50%

Minimum Qualifications

- Bachelor degree (Master degree desirable) and prior experience with programs that serve African American students;
- Minimum 3 years' experience in academic counseling or instruction in a community college setting or higher educational systems;
- Familiarization with the California Community College System, particularly Umoja college-based programs;

- Intimate 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;
- Demonstrated success working with educationally disadvantaged students;
- 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 workshops for community college faculty; and
- Willingness and ability to travel to regional sites and statewide training sites.

Revised March 9, 2018