Program Manager
The Center for Collaborative Education seeks a Program Manager to support the Community Partnerships for Teacher Pipeline (CPTP) project. CPTP is a three-year initiative to build a community-based teacher pipeline that strengthens the teaching profession by increasing the number of teachers of color in partnerships with Rio Hondo College, El Camino College, and Cerritos College. The project is funded by the U.S. Dept. of Education Supporting Effective Educator Development (SEED) grant and recruits, supports, and provides enhanced advisory mentors, stipends, and success coaches to 300 community college students interested in becoming teachers to serve in their community. CPTP focuses on and elevates teaching in Special Education, STEM Education, and Early Childhood Education in Greater Los Angeles. The Project Manager will report to the Managing Director, who leads research and evaluation at CCE and the CPTP Project Director, with whom they will work closely to oversee day-to-day operations, management, and monitoring of the project to ensure timely and successful project delivery.

About the Center for Collaborative Education (CCE)
The mission of the Center for Collaborative Education (CCE) is to transform schools to ensure that all students succeed. CCE partners with public schools and districts to create and sustain effective and equitable schools. We envision a just and equitable world where every student is college- and career-ready and prepared to become a compassionate, thoughtful and contributing global citizen.

To achieve this vision, CCE collaborates with stakeholders at the school, district, and state levels to:
- Create learning environments that are collaborative, democratic and equitable;
- Build capacity within districts and schools to adopt new practices that promote collaborative, democratic and equitable learning for students and educators; and
- Catalyze systemic change at the school and district levels through district- and state-level policy and advocacy support.

Responsibilities
We are looking for a collaborative colleague who will work closely with the CPTP project team, external stakeholders, including the external evaluator. The person in this role will have demonstrated core skills managing large-scale research and evaluation projects with experience handling all aspects of data management, collection, analysis, and interpretation; interacting with study-participants; and disseminating information to diverse audiences. Primary responsibilities include:

Project & data management
- Work closely with Project Director to develop timelines and scope of work for project deliverables per semester for the duration of the project to ensure successful project completion.
- Monitor project timeline, deliverables, assignment of tasks and communicate needs for adjustment to the timeline, logistics and/or activities.
- Track and report on progress of the project using Salesforce.
• Keep records of meeting minutes and notes, synthesize information from multiple sources, and follow up between meetings.
• Provide weekly progress reports to Project Director on key project activities under Recruitment, Enhanced Advisory Mentoring Program, and Retention.
• Provide monthly reports to Project Leadership and Management Teams on leading indicator data for each project strategy to inform implementation and identify critical next steps and necessary activity adaptation.
• Collaborate with administrative team to provide supportive systems and structures to facilitate completion of project deliverables.

Research & evaluation

• Be the primary liaison with the external evaluator to facilitate required reporting and evaluation activities for the project.
• Review, interpret and communicate evaluation results and feedback from the external evaluator, and use data to support the CPTP team to identify and implement program improvements.
• Collaborate with CCE research team, to support internal research on the project, including but not limited to, developing surveys, conducting literature reviews and needs assessments, interviews and focus groups.
• Prepare written summaries, presentations and other documents to share and disseminate results and updates to various stakeholders.

Required knowledge, critical skills and qualifications

The successful candidate should have the following qualifications, knowledge and skills:

• A commitment to CCE’s mission and knowledge of or interest in K-12 education reform and higher education.
• A Master’s degree in education, health and human services, or education-related field.
• Knowledge of quantitative and qualitative research and evaluation design methods.
• At least 3-5 years demonstrated program evaluation and research experience, with a strong focus on data collection and management as well as analysis and synthesis.
• Experience developing data collection tools (e.g. surveys, interview and focus group protocols) and/or identifying and modifying pre-existing tools as needed.
• Skill in conducting literature reviews and utilizing scholarly research in research and evaluation to inform project implementation and improvement.
• Proficient in Microsoft Office Suite (including Word, Excel, and PowerPoint), Google docs, as well as Dedoose or other qualitative data package, and SPSS or other statistical package. Experience with Salesforce is a plus.
• Strong communication and interpersonal skills to communicate effectively, both verbally and in writing to both technical and non-technical audiences.
• Ability to use discretion and maintain confidentiality.
• Experience with federal and private grant reporting.
• Ability to handle multiple tasks simultaneously, prioritize tasks and meet deadlines.
• Must be detail-oriented with excellent organizational, time management, and interpersonal skills.

Interviews will be conducted via video conferencing.

**Location**
Currently the entire staff is working remotely until further notice. However, this position will require in-person events and activities, once those resume, in and around Los Angeles.

**Salary and Benefits**
CCE offers a competitive salary as well as health and dental insurance; generous paid time off including sick time, vacation days, floating holidays and personal time; 403(b) with employer match; flexible spending accounts; and transportation/internet services and cell phone subsidies.

**How to Apply**
Interested applicants should apply with a cover letter and resume [here](#). This position will remain open until filled and applications will be reviewed on a rolling basis.

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace.