

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: SparkPoint Program Manager

Department: Workforce Institute

Location: District Office

Date: April 26, 2017

POSITION PURPOSE

Under direction of the Executive Director, Workforce Institute or assigned administrator, the SparkPoint Program Manager is responsible for planning, directing, and overseeing the SparkPoint San Jose to support students and community members with financial coaching and education supporting financial stability. The SparkPoint Program Manager develops and implements higher education partnerships related to financial capability and financial education to implement a proven model of co-located and bundled services that improve educational and economic goal attainment. Affiliated with the regional United Way Bay Area SparkPoint Initiative, this position leads and integrates the services of multiple service providers, including co-located partners, to deliver a comprehensive operation that supports higher education access, retention and success for students and others with low incomes.

NATURE and SCOPE

The SparkPoint Program Manager manages the daily operation of SparkPoint San Jose, at Workforce Institute (SPSJ-WI). The scope includes, but is not limited to, supervising assigned staff, developing program funding opportunities, leveraging services and resources across college departments and multiple organizations such as county agencies, non-governmental organizations and consumer advocacy groups. As part of the comprehensive student services embedded within the South Bay Consortium for Adult Education (SBCAE), this Center mitigates financial barriers and strengthens financial capability to support access and success in higher education for low and medium-income students and other members of the community.

KEY DUTIES and RESPONSIBILITIES

1. Direct, organize, and manage the operation of high quality SparkPoint Center programming such as partnership development, data collection, SparkPoint activities, and financial coaching.
2. Develop and solicit grants and external funding sources and administer grant funding.
3. Develop strategic partnerships with local business organizations, community and regional groups, other community colleges, and four-year institutions to support implementation of the SparkPoint model and dissemination of effective practice.
4. Establish and maintain linkage across campus departments and staff at partner organizations (including United Way Bay Area - UWBA) to ensure successful compliance of the Center with grant, institutional, state, and federal guidelines.
5. Confer with administrators, faculty and staff to develop and implement needs assessments and other studies and surveys for targeted populations served by the project.
6. Consult and collaborate with faculty, administrators, support staff, other college personnel and collaborators on a regular basis to review progress towards meeting the SparkPoint San José objectives.
7. Integrate site-specific objectives within regional UWBA SparkPoint Initiative and local strategic planning; lead, coordinate, and participate in short-range and long-range planning of SPSJ-WI.

8. Develop, analyze, plan and implement systems, procedures and processes for the management and daily operations of Center services.
9. Research and analyze data to document economic mobility goals of the regional SparkPoint Initiative. Interpret and present data in designing/developing new and modified project services, goals and future service delivery.
10. Administer budget expenditures, revenues, and transfers; provide budget reporting; recommend changes on budgets, staffing, facilities, supplies and equipment.
11. Recruit, train, motivate, and oversee the work of staff, student assistants, and contract employees.
12. Facilitate partnerships with local business organizations, community and regional groups, other community colleges, and four-year institutions to support implementation of the SparkPoint model and dissemination of effective practice.
13. Promote and market SparkPoint San José and services through web presence, social media, presentations, brochures, correspondence, and other materials and methods as identified.
14. Plan joint events with other SBCAE member adult schools and colleges, as well as with business and community representatives.
15. Prepare related reports and plans, and shares with SBCAE members, adult education and college communities.
16. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Financial capability services, financial coaching/credit counseling, and related college services available to low-income student populations.
2. Program development, management, and supervision.
3. Interpersonal communication and leadership.
4. Resources available to the population served by this assignment.
5. Federal or state programs serving low-income students.
6. Policies, procedures, regulations and laws pertaining to federal programs.
7. Program rules, regulations, requirements and restrictions.
8. Higher education partnership development.

Skills and Abilities to:

1. Plan, implement, coordinate and evaluate short- and long-range programs and events.
2. Administer program budget planning, reporting and management.
3. Communicate effectively in oral and written format, including public speaking.

4. Research, format, assess and prepare of data for reports and other materials.
5. Use a variety of computer software to track and monitor data.
6. Train, supervise and evaluate the work of others.
7. Write state and federal grants.
8. Plan and organize work; meet schedules and time lines.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree in a discipline related to assignment. Master's degree preferred.
3. Three years' experience in the supervision of staff involved in educational services, financial capability or a related activity including supervision of staff involved in regional partnerships.

Desired Qualifications:

1. Bilingual.
2. Experience mitigating economic disparities as part of equity planning goals in a college or university.

Board Approved: 4/26/17
Salary Range: M-26
EEO-Category: 2B1- Executive/Managerial