

PROGRAM MANAGER

California Teacher Development Collaborative

Start Date: July 2023



catdc.org



THE POSITION

The California Teacher Development Collaborative (CATDC) is seeking a part-time Program Manager to work remotely statewide and at various locations in the greater Bay Area. The PM will report to the Executive Director and join a team that thrives on cocreating unparalleled professional development programming, centers equity in all of its work, elevates teacher-leaders and administrators by giving them a platform to share their passion and expertise, and connects independent schools across California to strengthen all educators on behalf of students. The PM will be an important face of the organization, supporting the program team to develop and deliver dynamic online and in-person programming that aligns with the organization's Mission, Learning Pillars, and Strategic Initiatives. This is a fantastic opportunity for someone skilled at event and project management, passionate about equity-centered education, excited to foster greater connection and belonging among educators, and committed to the ongoing growth and professional development of adults.

ABOUT CATDC

For over 20 years, the California Teacher Development Collaborative (formerly the Bay Area Teacher Development Collaborative) has been committed to supporting and enriching the professional lives of local educators. With a small but mighty team, a diverse and dedicated Board representing schools from across California, and nearly 150 member schools throughout the state, CATDC is uniquely positioned to be an ongoing source of connection, collaboration, and learning for California independent school educators, meeting them where they are and taking them to the next steps of their professional journeys.

CATDC believes that every young person and adult in our schools should be supported to thrive. Advancing equity is a core value and a strategic priority. This means that CATDC serves as a resource for educators and schools in the ongoing work of disrupting systems, practices, and policies that prevent full participation of underrepresented and underserved groups. CATDC works in collaboration with the CATDC community to create more just and equitable schools.

CATDC staff are committed to growing individually as equity practitioners through reflection, learning, and practice. CATDC acknowledges that independent schools are often rooted in a history of racism and white supremacy; equity challenges are addressed as complex and ongoing places of inquiry. The CATDC team is committed to the growth and success of each colleague as well as a work environment of care, honest communication, and effective collaboration.

CATDC's four key priorities as outlined in the Strategic Plan:

- **Equity at the Center:** Understanding the need for independent schools to address the challenge of perpetuating systems of privilege and power, CATDC has a role to play in putting equity at the center for education. Having an equity lens on internal systems is a priority for the next phase of CATDC's history. By making sure the organization is walking its talk, CATDC can lead schools and education to do the same.
- **Educator Growth:** bell hooks said it best: "Teachers must be committed to a process of self-actualization that promotes their own well-being if they are to teach in a manner that empowers students." CATDC seeks to understand what today's educators need most in order to thrive both personally and professionally, enabling them to reach their fullest potential and give back to the field.
- **Connection & Belonging:** Creating strong local and regional connections for independent school educators differentiates CATDC from other organizations. Close and connected relationships foster deep learning and a sense of belonging and are at the heart of what makes CATDC unique.
- **Organizational Sustainability:** As an organization that cares deeply about educator development and supporting the best teaching and learning in all member schools, CATDC seeks to secure strong future sustainability, both programmatic and financial, fostering increased member school engagement and greater educator participation.



DUTIES AND RESPONSIBILITIES

Program Management: Collaborate with the Program Team to ensure best possible online learning experience for participants in statewide online programs.

- Take the lead in communicating logistics with facilitators
- Obtain from and sometimes create materials for facilitators and distribute to participants
- Work with facilitators to help them stay on track with timelines and due dates as well as to incorporate CATDC facilitation approaches
- Manage and monitor Eventbrite registrations and handle all participant communication pre- and post-workshop
- Handle enrollment questions (along with Director of Communications)
- Host the Zoom meeting, provide tech and logistical support
- Solicit and review feedback from participants
- Where appropriate, actively engage in fostering connections to program learning, and with participants
- Liaison with Managing Director of Programs and Program Lead on calendaring

Event Coordination: collaborate with Regional Director and other team members to ensure best possible learning experiences for Northern California in-person events.

- Attend all in-person events and handle all logistics, including; registration through Evenbrite, participant tracking/follow-up, materials preparation and presentation support, and pre- and post-event evaluations
- Manage timelines and adhere to budget
- Secure venues and serve as the main point of contact for facilitators, schools, and participants
- Work with on-site/school-based staff to ensure proper technology set-up, room/facilities set-up, parking for CATDC participants and facilitators, and special room access when needed
- Coordinate and set-up all catering/refreshments for events, including working with on- or off-site caterers and adhering to diverse and changing attendee dietary needs
- Prepare name tags/cards, powerpoint presentations, InDesign documents, handouts and other materials, ensuring accuracy, professionalism, and branding in all documents
- Act as welcoming host, fostering connections to the learning and between all attendees

Participate in monthly staff meetings and biannual retreats, sometimes involving travel to Central or Southern California

Engage in other tasks as needed





QUALIFICATIONS AND CHARACTERISTICS

- Experience managing successful in-person events and online events for large and small groups;
- Passionate about building community and facilitating adult learning;
- Forward thinking and skilled in anticipating the needs of educators;
- A high degree of self-awareness and cultural humility;
- Commitment to centering equity;
- Experience teaching and/or leading and managing online learning experiences;
- Tech savvy and good at remote/technology-based relationships;
- Familiar with Eventbrite and InDesign skilled with Google Suite;
- Strong interpersonal and communication skills;
- Systems minded with strong project management skills;
- Highly organized and detail oriented;
- Highly collaborative and also able to work autonomously;
- Physical ability to lift up to 25 pounds comfortably and safely, carry boxes of supplies, set up room and move tables, chairs, etc.;
- Clear and valid California Driver's License;
- Must be able to travel occasionally to Southern or Central California and have a reliable insured vehicle;
- Bachelor's Degree or higher in education or related field from an accredited college or university.



COMPENSATION AND BENEFITS

In addition to a supportive, collaborative, and flexible work environment, part-time CATDC staff enjoy a generous compensation and limited benefits package.

CATDC is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. CATDC prohibits harassment of applicants or employees based on any of these protected categories.

- Job Type:** Part-time, hourly, non exempt, with potential for full-time
- Pay Range:** \$40-50 per hour, depending on experience
- FTE:** 50%, approximately 20 hours per week
- Location:** Remote, and various locations in the greater Bay Area

HOW TO APPLY

All applications must be submitted online, via: info@catdc.org

Required application materials:

- Cover letter
- CV or résumé
- A list of four references (include each person’s name, organization, title, phone number, email, and connection to you)
- Statement of your philosophy and approach regarding event and program management