



Program Manager

About the Organization

OUR HISTORY

The Oregon Alliance of Black School Educators (ORABSE) is one of 100 affiliates of National Alliance of Black School Educators (NABSE) throughout the United States, Canada, Europe, and the Caribbean who continue the legacy established in 1973. Dr. Hartzog, the founder of ORABSE, in collaboration with 11 Superintendents from across the United States created an organization for African American administrators as well as other educational personnel. By 1975, the Oregon Affiliate of the National Alliance of Black School Educators (NABSE) was founded by Dr. Ernest Hartzog who was also a founding member of NABSE.

ABOUT ORABSE

ORABSE is the only organization in Oregon that focuses on supporting and serving Black educators by providing professional development, curriculum support, advocacy and career support, leadership and education conferences, affinity-based gatherings, and networking events. We know Black teachers leave teaching at a higher rate than white teachers. We need our current Black educators to stay in Oregon and we need to increase the overall number of educators who identify as <https://www.orabse.org/> Black or African American.

This is not only important for the education of our Black students; it is important for the education of all students in Oregon.

The Current ORABSE Executive Board

- **Kevin Bacon**, President
- **Nichole Watson**, President Elect
- **Olga Gibson**, Secretary
- **Renee Anderson**, Treasurer
- **Ernest Hartzog**, Parliamentarian and Founder

Our Mission

To celebrate, support and inspire Black educators to provide the best educational experiences and outcomes for all students while leading the way on best practices for Black students.

Our Vision

A society where a quality education and the opportunity to thrive as a member of the global village is a reality for all children.

Website [ORABSE Website](#)

About the Position

The Oregon Alliance of Black School Educators (ORABSE) is seeking an experienced Program Manager to assist in bringing the organization's vision and mission to pass. ORABSE is seeking an individual who can apply their skills in collaboration, advocacy, educator support, and has worked with non-profit organizations that contribute to the success of Black students and educators.

Timeline

Application Deadline.....Open Until Filled
Anticipated Interviews.....May 23 - 31
Employment Begins..... June 15

Application Procedures

Application materials should include:

- Letter of interest explaining how the candidate's qualifications and experience prepares them for the position
- Current resume, including references
- Three current letters of recommendation

All materials will be treated confidentially. References will be checked when finalists are identified.

For questions, contact Renee Anderson
reneewa39@gmail.com.

Email application materials to ORABSE at
ORABSE.org@gmail.com.



Program Manager

ORABSE Program Manager

In collaboration with the board, the Program Director will primarily be responsible for implementation and coordination of ORABSE services:

- developing goals and strategies
- supporting our committee chairs
- experience and/or involvement with grant writing
- promote internal and external communications
- provide general administration of the program
- support all efforts related to our mission
- increase visibility for the work
- develop networks and facilitate partnerships
- work closely with the leadership team

Major Responsibilities

- Co-create, organize and oversee overall implementation of annual activities.
- Co-create and direct communications strategies that focus on Black educators across the state.
- Collect, analyze and synthesize qualitative and quantitative data and develop materials and reports for various external and internal audiences.
- Spearhead community advisory committee strategies, including communications, engagement and direction.
- Manage ORABSE website, and supply program or grantee information for social media.
- Work with the Board to reinforce leadership, collaboration and management of ORABSE strategic priorities.
- In collaboration with the Board, pursue and manage partnerships with other foundations and the public sector, representing ORABSE in meetings and seeking out opportunities to collaborate and assist in development of outreach and logistics.
- Assist with conducting outreach, communicating with and developing relationships with programs that share the goal of supporting educators.

Required Education, Skills, Training and Experience and Skills

- Bachelor's degree in business administration, public administration, or a related field or equivalent experience in lieu of degree
- Three years progressively responsible program planning and development as well as project management experience in a nonprofit, educational institution or other relevant setting
- Lived experience and familiarity with Black communities and the field of education
- Experience in programs related to equity, diversity and inclusion is a plus
- Ability to analyze, think critically, explain alternatives and identify and lead process improvements
- Good problem solving and analysis skills
- Ability to convey information clearly, effectively, and engagingly orally and in writing
- Excellent interpersonal skills with ability to develop and maintain relationships and work collaboratively to achieve positive outcomes
- Cultural agility skills necessary to work effectively with diverse people, teams and communities
- Excellent collaboration skills--able to work effectively, respectfully and cooperatively with other team members
- Strong organizational skills - detail-oriented, able to work independently and on a team, able to prioritize and manage several tasks efficiently, able to meet multiple deadlines, and able to shift priorities and adapt to change
- Strong leadership skills - collaborative, able to address conflicting needs, able to assign tasks appropriately and diplomatically, and able to supervise and mentor others
- Excellent communication skills - verbal and written, for small groups and large, public speaking and meeting facilitation
- Strong knowledge of MS Word, Outlook, Excel, PowerPoint and Social Media.

Physical Demands and Working Conditions: This job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of the job. Currently, this position will work from home and most meetings will be held virtually.

Terms of Employment

- Full-time employment
- Salary range: \$65,000-\$75,000
- Generous benefits package
- 11 paid holidays, 10 vacation days, 10 days sick leave
- Travel is required for performance of job duties. Attendance and travel within Oregon to occasional site visits and events outside regular work hours