



Community Engagement Supervisor

District 214 Community Education

Contact Name: Patrick Mogge

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Closing Date:

Salary: Regionally Competitive

Description:

The Community Engagement Supervisors work collaboratively to develop and implement high-quality community engagement and outreach programs both online and in-person for stakeholders throughout the region and Illinois, with a focus on residents of the northwest suburbs of Chicago.

Specific Duties:

Collaborates with district and building leadership to ensure equity is infused in practice and remains at the forefront of efforts to disrupt inequities.

Develop and implement new engagement, outreach and educational opportunities for various stakeholders and members of our community

Diversify the lifelong learning student base and attract new students of all ages to participate in programs

Increase the funding sources and revenue for all programs to ensure financial viability

Collaborate with other members of the Community Engagement and Outreach team to create and implement innovative marketing and communications plans to promote educational opportunities and increase enrollment

Write content and develop online communities that support District 214 community engagement and outreach activities and programs

Work with the high schools on career pathway programs for adults

Coordinate family and parent engagement initiatives across the District

Design and implement special programs on topics of interests to members of the community

Expand the program reach by offering online learning opportunities

Meet or exceed instructional targets and class minimums to ensure sustainable program and revenue growth

Ensure the efficient delivery of high-quality educational programs for residents of our region

Recruit, retain, and manage instructors, partners and staff

Manage budgets, oversee purchasing and act in a fiscally responsible manner and in compliance with

grants, funders and District policies and procedures

Participate in professional associations related to lifelong learning and community engagement and outreach

Ensure projects are completed on time and within budget

Develop and implement contract training opportunities

Work with partner organizations to build community coalitions to support District 214 students and programs

Participate in civic engagement and monitor and review public policies at the local, state and national levels regarding public education, higher education and lifelong learning

Participate in community, civic, business and other local organizations to promote District 214 programs and activities and engage stakeholders to support District 214 students

Develop programming for District 214 parents and future parents

Create opportunities for high school interns and apprentices

Actively remove silos that may exist between programs and departments

Maintain the highest level of confidentiality and discretion

Other duties as assigned by the Director of Community Engagement and Outreach.

QUALIFICATIONS:

Proven track record in developing and implementing innovative ideas and programs that drive revenue growth.

Excellent people and communications skills.

Grant writing experience.

Demonstrated social media and marketing savvy.

Growth and collaboration mindset.

Customer service focused.

Demonstrated expertise in team development.

Proven experience as a program manager or other managerial position.

Excellent knowledge of MS Office and Google Suite.

Outstanding leadership and organizational skills.

Excellent problem-solving ability.

Bachelor's degree or master's/MBA preferred; equivalent experience in business, non-profit, education, public relations or related-fields.

Ability to work occasional nights and weekends as needed.