

Position Title: Student Engagement Program Manager

Position Status: Full-Time, Exempt

Reports To: Executive Director

Location: In-Person

Casa Chirilagua, 4109 Mt Vernon Ave., Alexandria, VA 22305

Position Summary:

The Student Engagement Program Manager will lead and manage Casa Chirilagua's comprehensive programs for children and youth, with a primary focus on fostering academic, emotional, spiritual, and leadership development. This role will oversee Kids Club (1st–5th grade), Teens Club (6th–8th grade), Casa to Career (9th-12th), and other youth-related initiatives. Through these programs, the Director will model Christ-centered leadership, working to inspire and empower children and teens to grow in their faith, academic pursuits, and leadership skills. The Student Engagement Program Manager will build strong relationships with families, volunteers, and community partners to ensure that the holistic needs of students are met in a safe, nurturing, and faith-driven environment. The Student Engagement Program Manager performs functions to lead, manage, and develop program staff members both professionally and spiritually to ensure the success of delivering high-quality programs for students in 1st-12th grades.

Key Responsibilities:

Program Development and Implementation (40%)

- Lead the development, coordination, and execution of high-quality, age-appropriate programming for children (grades 1–5) and youth (grades 6–12), including after-school activities, leadership development, Bible studies, field trips and other student related activities.
- Create and implement curricula that incorporates Christian teachings, academic support, leadership training, emotional wellness and that is contextual to the Latino population being served.
- Ensure that all programming aligns with Casa Chirilagua's Christian mission and values, fostering a Christ-centered environment for youth and their families.
- Oversee the process for programmatic evaluations through data collection of regular feedback, and reflection ensuring qualitative and quantitative goals and outcomes are being met.
- Collaborate with the Adults and Community Engagement Manager to deepen existing participant family connections, recruit new students and overall strengthen family retention.

Personnel Management and Mentorship (30%)

- Recruit, train, and provide ongoing supervision to staff, volunteers, and local leaders working with children and youth. Ensure programmatic staff are equipped to support the academic, spiritual, and emotional needs of participants.
- Provide mentorship and spiritual guidance to staff and volunteers, modeling Christ-like behavior and fostering a culture of empathy, accountability, and teamwork.
- Facilitate regular training and professional development for staff to improve program delivery and foster a strong Christian ethos in their interactions with students.
- Offer individual mentoring to students, encouraging them to grow in their faith, leadership skills, and community involvement.

Family and Community Engagement (15%)

- Build and maintain strong, trusting relationships with students' families, ensuring effective communication regarding program schedules, student progress, and opportunities for family involvement.
- Foster a sense of community among families, helping them connect with one another and supporting their spiritual and academic journeys. Monitor emerging needs among families, students, and volunteers.
- Cultivate partnerships with local schools, churches, and other community organizations to enhance the resources and support available to students and their families. Serve as a liaison to key partnerships, such as ACPS, as they pertain to student academic engagement.
- Engage with families to support students' faith formation, encouraging parents to be active participants in the spiritual growth of their children.
- Support family engagement events by collaborating with the Adult & Community Engagement Director and other program coordinators.

Administration and Reporting (15%)

- Maintain accurate records of program activities, student attendance, and participant progress, ensuring proper documentation and alignment with organizational standards.
- Provide regular reports to the Executive Director and key stakeholders regarding program effectiveness, challenges, and successes, focusing on both academic and spiritual outcomes.
- Ensure programs are operating within the budget and seek out resources or funding opportunities to support continued growth and sustainability. Support program coordinators as needed in creating annual program budgets. Approve monthly expense reports of program coordinators.

Other duties as assigned

Qualifications:

- Bachelor's degree in education, social work, theology, or a related field.
- Minimum of 3 years of experience in managing children's and/or youth programs, particularly in community-based, faith-centered environments.
- Strong leadership and mentoring skills with the ability to recruit, train, and supervise staff and volunteers.
- Proficiency in Spanish (written and spoken) is required to communicate effectively with the community. Must read, write, speak and translate at an advanced level.
- Demonstrated experience working with diverse populations, particularly immigrant and marginalized communities.
- Passionate about empowering youth to grow in their academic, leadership, and Christian faith. Strong understanding of child and adolescent development and experience in creating supportive, faith-driven educational environments.
- Experience in personnel management, identifying and cultivating leadership skills in a team or individual.
- Commitment to the mission of Casa Chirilagua and a personal, active Christian faith that aligns with the organization's core values.

Key Competencies:

- **Faith-Based Leadership:** Ability to model Christ-centered leadership, inspire spiritual growth, and create a faith-driven community among staff and students.
- **Cultural Competence:** Understanding and respect for the cultural backgrounds and needs of the families served, with a focus on Latino immigrant communities.
- **Communication:** Strong interpersonal skills, with the ability to communicate effectively and empathetically with children, families, staff, and community partners.
- **Program Development:** Ability to design, implement, and evaluate programs that support both the academic and spiritual growth of youth.
- **Creative Problem-Solving:** Innovative and resourceful in overcoming challenges and creating new opportunities for youth and families.
- **Commitment to Mission:** A deep passion for the work of Casa Chirilagua and a commitment to serving others through the power of the Gospel.

Work Environment:

- Full-time position with occasional evening and weekend hours required for programming activities, events, and family meetings.
- The position is based in the Chirilagua neighborhood and will require travel within the local community for outreach and collaboration with partners.

Compensation:

- Competitive salary based on experience in the mid-sixties.
- Benefit's package includes health insurance, 17 paid holidays, comp time and professional development opportunities.

To Apply:

1. Please send a resume and thoughtful cover letter that includes how your skills and experience meet the qualifications of this position, as well as how your faith aligns with our organization, and why you are interested in the position to jobs@casachirilagua.org.
2. Complete the online application found here: <https://forms.office.com/r/xSWkEJFGrv>

NOTE: This position summary emphasizes Casa Chirilagua's Christian values in program management, personnel supervision, and community engagement. It ensures the role is deeply rooted in the organization's faith-driven mission to empower children and youth through leadership, academic support, and spiritual growth.