

### Who We Are

[United to Learn](#) (U2L) started as a small, informal volunteer-only effort in 2013 and attained our official status as a 501(c)(3) nonprofit in July of 2017. Today the U2L network has grown to 124 Dallas ISD elementary schools, 50+ community partners (including independent schools, businesses, and faith-based organizations), 30+ full-time staff members, 80+ volunteer school liaisons and over 2,000 supporting volunteers. We believe our city's potential lives within our youngest learners. Yet we recognize that too many of our youngest learners are not set up for success. We aim to solve that problem with community support and resources. The mission of United to Learn is activating community investment to ensure educators and students thrive. Learn more about the organization [here](#).

### The Role

United to Learn's Program Manager, Community Activation (Teen Corps) stewards the Teen Corps program, including Teen Fellows and the Teen Board, across local independent and public high schools. As a key member of the Advancement team, this role creates meaningful opportunities for teens to deepen their understanding of U2L partner schools and engage in educational, leadership, and service-learning experiences that directly support student achievement. The role also supports the broader Community Activation team in developing leaders and volunteers, from fifth grade through high school and into university, professional, investment, and community leadership, who are empathetic, informed advocates for Dallas students and educators.

### Reporting Structure

The Program Manager, Community Activation (Teen Corps) reports to the Director of Community Activation.

### Key Measures of Success/Goals

- Deliver the full sequence of Advocacy Sessions across all chapters, so that at least 80 percent of Teen Fellows can name a systemic inequity facing Dallas ISD students, connect it to their Service Learning work, and act on it through consistent tutoring/partnering at their partner elementary school.
- Ensure every Teen Board member will have led or co-led at least one Fellows facing activity, with 80 percent demonstrating growth on the end of year leadership assessment and 40 percent committing to an additional United to Learn volunteer opportunity.
- Support the coaching and development of our partnerships of the high school and elementary schools we serve by structuring strong touch points, aligning coaching and development of the program to feedback received so that 90% of principals articulate teen fellows was a meaningful contribution to measurable improvements on campus.

### Essential Competencies

#### Strategic Execution

- Manage and facilitate curriculum that introduces teen leaders and advocates to the systems and structures impacting public education access and equity in Dallas, in collaboration with public and independent school administrators
- Oversees progress across team initiatives, ensuring stakeholders remain informed and identifying risks or obstacles that may impact outcomes
- Monitors budgets, goals, and milestones across assigned initiatives and makes recommendations to improve performance or address variances
- Analyzes data across assigned initiatives and translates findings into actionable recommendations that support leadership decision-making
- Identifies and recommends process improvements for their role and department to improve outcomes

#### Effective Communication

- Recruit and engage prospective Teen Fellows in partnership with high school partners, including delivering presentations about U2L's mission and opportunities for student engagement
- Develops communication approaches that consider audience needs, desired outcomes, and organizational context to maximize effectiveness
- Facilitates meetings and delivers presentations and reports that create clarity, alignment, and accountability for results

- Actively seeks feedback, addresses communication gaps, and reinforces clear messaging and follow-through among team members and collaborators
- Collaborates with the Marketing and Communications team to tell compelling stories about the Teen Corps program
- Exercises discretion and confidentiality when engaging with internal and external stakeholders

### Relationship Building

- Design and manage service-learning opportunities for the Teen Corps network, creating meaningful opportunities for teens to develop leadership skills and engage in service
- Collaborate with U2L staff to plan and facilitate Teen leadership and service experiences that support student engagement, learning, and community impact
- Develops and strengthens stakeholder relationships that advance initiative and departmental goals while identifying opportunities for new partnerships and collaboration
- Develop and implement a parent engagement strategy that celebrates the achievements of their Teen Fellow and invites them to explore opportunities to support the United to Learn mission
- Seeks and applies feedback from stakeholders and collaborators to improve personal effectiveness, team performance, and initiative outcomes
- Serves as the escalation point for service issues and conflicts across assigned initiatives, resolving issues at their level and escalating unresolved or high-stakes issues to leadership as relevant
- Designs and oversees the volunteer experience within their initiatives, ensuring clear role expectations, real-time support, and structured feedback mechanisms are in place after each engagement
- When organizational decisions are communicated, represents them consistently to initiative collaborators and external stakeholders, while directing questions and concerns privately to leadership

### Mission Commitment

- Demonstrates knowledge of U2L network, program priorities, and campus-level outcomes, using this understanding to guide initiative decisions and stakeholder engagement
- Incorporates relevant public and private educational and nonprofit best practices and actively seeks feedback to continuously strengthen program impact and advance organizational goals

### Ideal Candidate Qualifications

- Hold a bachelor's degree; school-based teaching or nonprofit experience preferred
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

### Compensation and Benefits

As a full-time employee, the Program Manager, Community Activation (Teen Corps) will receive:

- Competitive salary ranging from \$65,000 - 85,000, commensurate with experience and qualifications
- Medical, dental, and vision insurance benefits
- Employer contributions to a SIMPLE IRA retirement plan
- Generous paid holiday schedule aligned with the Dallas ISD administrative calendar, including 7 federal holidays and 20 additional holidays throughout the academic year, with extended Thanksgiving, Winter Holiday, and Spring Break time off
- 10 days of accrued paid time off annually, available to use throughout the year
- 7 days of paid sick leave per fiscal year

To apply, please email a cover letter, resume, and references to [careers@unitedtolearn.org](mailto:careers@unitedtolearn.org)