

# Job Description – Mindful Life Project Program Manager

## **About Mindful Life Project**

Mindful Life Project (MLP) is an educational non-profit organization headquartered in Richmond, CA whose mission is to empower underserved children through mindfulness and other transformative skills to gain self-awareness, confidence, self-regulation and resilience, leading to lifelong success. MLP envisions schools where all students are able to participate and excel both socially and academically. Our programs focus on empowering students by providing them with mindfulness skills that lead to improved self-awareness, impulse control, confidence and resilience. We believe that every student has the innate ability to be a successful member of the school and the community. By providing students with mindfulness skills that improve social-emotional skills, our partner schools experience improved school climates and classroom learning environments. In the 2018 - 2019 school year MLP served over 10,000 students in 22 partner schools.

## **Key Mindsets**

The Program Manager will be motivated by leading a team of 7 - 10 MLP Instructors in implementing programs at approximately 10-12 school sites. The Program Manager aligns with MLP's programmatic missions and will ensure programmatic outcomes. The Program Manager will have a personal mindfulness practice similar to MBSR and will embody MLP's core values of Mindfulness, Self-Awareness, Curiosity, Social Justice and Celebration. The Program Manager enjoys supervising adults and also enjoys connecting/collaborating with school communities. The Program Manager is a proactive, solution oriented team player that has a deep passion for bringing mindfulness into underserved schools. The Program Manager is motivated to work towards creating school, district and educational systemic change, by prioritizing whole child development. The Program Manager has a desire to work with key stakeholders such as principals, teachers, families, students, district leaders, other service providers, etc, to ensure the most equitable and healthy educational opportunities for the students served by MLP.

## **Position Description**

The Program Manager will directly report to the Sr. Program Manager and be responsible for supervising Mindful Life Project Instructors and overseeing Programs. This includes working with MLP's administrative team to create programmatic goals and achieve outcomes and working closely with Instructors to bring high level programmatic impact. The Program Manager will actively engage school staff, school leadership, and other support providers in a highly cohesive and collaborative way. The Program Manager serves as a key leader both for Mindful Life Project staff as well as in our partner schools and the communities we serve.

**The following are some, but not all responsibilities included in the position.**

### ***Manage a team of Mindful Life Project Instructors:***

- Observing and coaching Instructors with lesson cohesion, delivery and classroom management
- Ensuring accountability and upholding Instructors to protocols & policies
- Supporting Instructors on how to best support individual student needs
- Supporting relationship cultivation between Instructors and school staff
- Meeting with Instructors monthly to collaboratively assess school site needs and allocating Instructor time to daily schedules appropriately
- Meeting monthly with Instructors to support continuous growth

### ***Students:***

- Evaluating student progress reports and ensuring student attendance and participation logs are completed by Instructors in a timely manner
- Coordinating support systems for students as needed
- Creating behavior action plans for students with biggest support needs

### ***Partner School Staff:***

- Cultivating professional relationships with teachers and school staff
- Supporting partner school teachers in providing daily mindfulness practice for students
- Assisting in teacher trainings and staff development

- Assisting in supporting a healthier and productive school environment
- Assisting in distributing teacher supplemental materials aligning with MLP curriculum pacing
- Supporting student referral and participation in MLP small group program by solidifying group lists and schedules and solidifying Instructor teaching schedules with school sites
- Supporting Instructor participation in classroom teacher meetings
- Meeting with principals to gauge effectiveness of programs and student needs

***Support MLP Administration by:***

- Having consistent and productive communications
- Reporting programmatic challenges and successes regularly
- Reporting Instructor absences and holding Instructors accountable to MLP attendance policies
- Ensuring correct Instructor time card reporting and working with HR to approve payroll
- Facilitate and Co-Facilitate staff development, trainings and meetings
- Participate in weekly meetings with admin
- Supporting Accounts Receivable with invoicing as necessary

***Other:***

- Support the CEO in providing Mindful Life Trainings to educators, families and community members
- Representing the values and mission of Mindful Life Project
- Grow positive awareness of Mindful Life Project and strengthen its reputation
- Comply with all necessary school district requirements for providing program services to students at school sites
- Abide by all school / district policies and procedures
- Respond to all communication in a punctual manner
- Ability to eloquently articulate MLP's mission and programs and show passion for the work of MLP

***Qualifications:***

- **Education** – Bachelor's degree in a related field or combination of education and equivalent experience preferred
- **Experience** – At least 3 years of experience in educational settings and demonstrated high professional standards with the ability to see the big picture and manage practical details.

***Skills:***

- Superior communications skills, both verbal and written
- Ability to create / collaborate documents using Microsoft Office and Google Drive
- Demonstrated ability to work effectively, and interact skillfully with diverse constituencies
- Must possess good judgment and exercise diplomacy in dealing with a variety of constituents
- Must have excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities
- Able to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in an organized, detail-oriented fashion

***This is a full-time exempt position. Competitive salary, generous paid time off with paid vacation, and sick leave.***

***To apply please email a cover letter describing your interest and how your experience has prepared you for this role and resume to: JG Larochette at [jg@mindfullifeproject.org](mailto:jg@mindfullifeproject.org)***

***THE ABOVE STATEMENTS REFLECT THE GENERAL REQUIREMENTS FOR JOB PERFORMANCE AND ARE NOT TO BE CONSIDERED AN ALL-INCLUSIVE LIST. ALL STAFF ARE EXPECTED TO SUPPORT THE MISSION AND VALUES OF MINDFUL LIFE PROJECT.***

***Equal Opportunity Employer***

***MLP is an equal employment opportunity employer. Our organizations policy is not to discriminate against any applicant or employee based on race, color, religion, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, and genetic information, or any other basis protected by applicable law. The organization also prohibits harassment of applicants or employees based on any of these protected categories.***