

Job Description – Mindful Life Project Sr. 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 Sr. Program Manager will be a self-starter with strong organizational skills and proven ability to handle multiple projects and meet deadlines. The Sr. Program Manager will spend 50% of their time leading, motivating, supporting and overseeing 2 Program Managers, and 50% of their time holding a team of 4-6 Instructors of their own. The Sr. Program Manager will be a transformational leader that has the ability to succeed and create structures and systems during the pilot of a new position. The Sr. 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 Sr. Program Manager is a proactive, solution oriented team player that has a deep passion for bringing mindfulness into underserved schools. They will be motivated to work towards creating school, district and educational systemic change, by prioritizing whole child development.

Position Description

The Sr. Program Manager will directly report to the Chief Operating Officer. The strongest candidate will have strong decision making skills, and the ability to have difficult conversations with adults and give constructive feedback in real time. The Sr. Program Manager will conduct regular program quality observations & data reviews to ensure high quality programming alongside the Program Managers. The Sr. Program Manager will have a deep understanding of school systems and will serve 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 Two Program Managers (Approximately 50% of the time):

- Work closely with MLP Directors and deploy programmatic initiatives & high level vision to Program Managers
- Deliver programmatic updates to the Board of Directors
- Facilitation of day-to-day MLP program operations. This involves regular meetings and check-ins with Program Managers.
- Oversee curriculum implementation during the school year to ensure fulfillment of expectations and responsibilities
- Serve as contact person for school administrator/staff and consult with schools as needed in achieving program outcomes
- Facilitate Program Manager evaluations according to MLP protocol

Manage a team of 4-6 Mindful Life Project Instructors (Approximately 50% of the time):

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

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 collaboration between MLP and school communities to achieve school wide impact
- 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:

- 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 MLP, 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
- Attend and help with all MLP community events

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
- Strong computer skills and ability to create / collaborate documents using Microsoft Office and Google Drive
- Demonstrated ability to work effectively, and interact skillfully with diverse constituencies
- Ability to thrive working both independently and within team settings
- 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

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.