



Family Services Education Program Manager

Position Description:

Atlanta Habitat's mission is to transform communities by acting as a catalyst for neighborhood revitalization through education, innovative development, partnerships and long term relationships with families. The Education Program Manager supports Atlanta Habitat's mission by developing, managing and implementing the homeowner education program to ensure that homeowners have the information and tools needed to succeed with homeownership, to develop and maintain family support services, and to prepare homebuyers for an on-schedule closing process.

The Education Program Manager is directly responsible for:

- Developing and managing the Home Smart homeowner education program.
- Coordinating and conducting homeowner education classes.
- Providing one-on-one financial support to homeowners and homebuyers and supervising the Budget Coach program.
- Developing relationships with community organizations to broaden and strength the support offered to Program Participants.
- Communicating education and support services information to Program Participants.
- Chairing Homeowner Support meetings.
- Using Salesforce to manage the workflow for each area of responsibility, including data entry, and monitoring the fulfillment of all program requirements in order to have on-time closings

This position is full-time at 40 hours per week. Office hours are 8:30 am to 5:00 pm, Monday through Friday, with a minimum of 2 Saturdays, and 3 weekday nights work per month required. Position has the ability to flex hours to accommodate these requirements. The position is classified as exempt. A full benefits package is offered, including employer subsidized health insurance, paid time off (PTO), a retirement savings plan with employer matching and an employee gym.

Qualified candidates must meet all of the following requirements:

Education/Professional Credentials

- Bachelor's Degree required.

Experience

- Minimum three years of supervisory/management experience.
- Minimum three years of experience in managing adult education programs, family support services, or related fields.

Skills

- Experience and expertise developing and delivering adult classroom instruction, particularly in the field of financial management.
- Strong organization and communication skills.
- Able to meet deadlines and pay attention to details.
- Able to interact well with diverse groups, make public presentations and manage multiple tasks.
- Requires excellent computer skills with an in-depth knowledge of Microsoft programs. Knowledge of Salesforce preferred. Database management skills required.
- Knowledge of issues related to home ownership, home maintenance and community advocacy preferred.
- Bilingual skills preferred.

To apply for this job, please send a resume and cover letter to jobs@atlantahabitat.org and put "Education Program Manager" in the subject line. Please no walk-ins, phone calls or faxes. Only candidates meeting all position requirements will be considered. More information about Atlanta Habitat for Humanity may be found on our website www.atlantahabitat.org. Applications will be accepted until Monday, May 2, 2017 or until the position is filled.

Atlanta Habitat is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic DMV checks for driving record and valid driver's license, and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.

Equal Opportunity Employment Policy: Atlanta Habitat is dedicated to a policy of equal opportunity. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of Atlanta Habitat to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, gender identity, family medical history or genetic information, religion, sex, disability, familial status, pregnancy, national origin, marital status, age, sexual orientation, past or present military status, receipt of public assistance, or any other characteristic protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, training, working conditions and opportunities for advancement.