

Job Title	Texas Program Director
Employer/ Agency	Nest Foundation
Job Description	<p>The Texas Program Director is responsible for the management and coordination of Nest curriculum pilot school sites in Texas including implementation logistics, trainings, screenings and material updates and community events.</p> <p>Program Development:</p> <ul style="list-style-type: none"> ● Work with the Director of Programs to develop local policies, procedures and required program documentation. ● Develop and maintain communication and logistics among existing schools, facilitators and other collaborating partners and organizations. ● Develop relationships with new schools in Texas. ● Contribute to grant writing. <p>Program Coordination:</p> <ul style="list-style-type: none"> ● Coordinate and deliver trainings for educators and facilitators. ● Support the planning of community events, including Nest Student Forums and PLAYGROUND screenings. ● Contribute local information to curriculum rewrites and coordinate school access of updated materials. ● Train teachers and facilitators ● Ensure successful implementation of Nest curriculums. ● Manage surveys and curriculum feedback.
Qualifications	<ul style="list-style-type: none"> ● Bachelor's Degree required; Master's Degree in Education, Social Work or related field helpful but not required. ● Minimum 3 years' experience in in project management position and in a position with progressive responsibility and leadership. ● Experience working with multicultural groups and organizations. ● Experience in negotiating and managing contracts successfully. ● Experience working with students and knowledge of school systems welcome. ● Grant writing experience a plus. ● Computer proficiency required; knowledge of google apps a plus. ● Must have reliable transportation, job includes travel to Dallas, Austin and other potential school sites in Texas.
Salary/Hours	Commensurate with experience.

Employer/Agency	Nest Foundation
Contact Person	Libby Spears
Contact Title	Executive Director
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Email Address	jobs@nestfoundation.org
Application Method	<p>Please send an email to jobs@nestfoundation.org and kindly follow these guidelines:</p> <ul style="list-style-type: none">• Include subject line: Texas Program Director• Attach cover letter as PDF with your name in the filename• Attached resume as PDF with your name in the filename• The names and email addresses of two references• Applications accepted until position is filled
Opening Date	04/13/18