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**Job Title:** Associate Manager, Schools Program | Los Angeles County

**Department | Location:** Sports & Programs | Long Beach, CA

The **Associate Manager, Schools Program** is responsible for the recruitment and development of partnerships with entities that serve youth and young adults (from birth to college graduation) to implement strategies that promote social inclusion, including Unified Sports and Unified Leadership. Entities include, but are not limited to educational institutions, organizations that serve youth with intellectual and other developmental disabilities, and community centers.

**Reports To:** Sr. Manager, Schools Program

**Job Level:** 3

**Compensation:** This is a full-time position with benefits eligible on the first of the month following the start date. The salary non-exempt range is **\$48,880.00 - \$60,840.00 (\$23.50 - \$29.25 hrly)** depending on relevant education and experience.

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### **KEY RESPONSIBILITIES**

#### **School Program: 70%**

- Identify, recruit, train and support partners of Unified Champion Schools, Young Athletes, and SO Colleges. Ensure clear and open communication between all partners and SOSC, and provide technical, subject-matter assistance or expertise to partners as needed to ensure compliance and the successful delivery of services to the athletes and families of that community.
- Accurately register, track, and monitor Schools Program participation data. This may include documentation work in GMS, Raiser's Edge, and other UCS related data-tracking platforms.
- Build and manage a Schools Program portfolio.

#### **Collaboration/Coordination with other Teams and Departments: 10%**

- Searches out opportunities to collaborate with other Departments and Teams to connect Schools Program participants and their families to SOSC. Specific examples include Unified Sports, Unified Leadership, Health Initiatives, and Fundraising Initiatives.
- May participate in the following, with approval from supervisor: Sports & Programs Dept. work groups, task force committees, and special projects as a member of a Games Organizing Committee in assigned area of responsibility.

#### **Inventory Maintenance & Supervision: 10%**

- Aid in the maintenance, inventory, and management of team assets in the office and at storage facility.
- Assists teammates when needed to contribute to team efficiency.
- May supervise interns.

#### **Individual Goals: 10%**

- Internal Use: See employee feedback in the Comments section of Threads.

**Total: 100%**

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**JOB LEVEL RESPONSIBILITIES:** Works with supervisor on agreed upon goals and plans. Has autonomy and flexibility in day-to-day work towards accomplishing goals. Has some decision-making authority around issues related to area of responsibility.



## CORE VALUES

Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER

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**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree from accredited college/university or related professional experience.
- 4-5 years of directly related professional experience, qualifying equivalent experience in education, youth program development, sport administration or recreation.
- Volunteer and/or staff management experience dealing with a diverse group of individuals.
- Paid or volunteer experience working with individuals with disabilities preferred.

### **SKILLS AND/OR ABILITIES:**

- Working knowledge of Special Olympics
- Demonstrate clear knowledge of Unified Sports, Youth Leadership, and social inclusion.
- Demonstrate knowledge of State Educational Goals and objectives, as well as Educational Systems, and school districts
- Background in organizational development and community outreach
- Demonstrated ability for project management.
- Strong self-motivation and the ability to work independently.
- Excellent oral and written communication skills, and public speaking skills
- Excellent organization, time management and problem-solving skills
- Strong attention to detail and ability to work with frequent interruptions.
- Strong people skills and customer service orientation
- Ability to work with diverse personalities and in stressful situations.
- Ability to be flexible, multi-task and delegate effectively.
- Proficiency in using relevant technology, including Microsoft Office and database systems.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Ability to pass background screen regarding criminal and driving history.
- The employee occasionally is required to stand, walk, lift, or carry up to 24 pounds.

**WORK ENVIRONMENT:** Position's primary work location is in the SOSC Long Beach office. SOSC may request employees to work remotely on occasion and employees may request to work remotely, on occasion, with advance approval. Remote work sites must be distraction free, contain a proper work surface (table or desk) and have adequate Wi-Fi capability.

The Associate Manager will spend much of their time directing attention, resources and capacity to communities, schools, and school districts within Los Angeles County. Regular travel within Los Angeles County is an essential function of this position.

**APPLY:** A staff member will review all resumes received for our open positions. Due to the substantial number of applicants, only candidates selected for interviews will be contacted. Please send your resume and cover letter to [lbjobs@sosc.org](mailto:lbjobs@sosc.org).