



Job Description

Job Title: Manager of Educational Policy, Advocacy, & Partnerships	FLSA Status: Exempt
Department: Program	Supervises: Education Navigators, SOMOS Coordinators
Reports To: Director of Programs	Date Written/Revised: August 2026

Summary:

The **Manager of Educational Policy, Advocacy & Partnerships** serves as the Latino Community Center's primary leader and resource on K-12 educational policy, advocacy, and partnerships. This position is responsible for advancing educational equity for Latino children by identifying and addressing systemic barriers, strengthening partnerships with school districts and educational institutions, and ensuring Latino children and families have a voice in the policies, practices, and decisions that shape their educational experiences.

The Manager provides strategic leadership for the Educational Advocacy team and the SOMOS Coordinator, ensuring families receive high-quality educational advocacy services while building collaborative relationships with school districts, charter schools, Intermediate Units, government agencies, and community partners throughout Allegheny County.

As the organization's subject matter expert on K-12 education, the Manager monitors educational policies, legislation, funding, and emerging issues impacting Latino students; represents the Latino Community Center in educational coalitions, school board meetings, and public forums; and partners with organizational leadership to strengthen educational systems and improve opportunities for Latino children and families.

Essential Duties and Responsibilities:

Leadership & Program Management

- Supervises, coaches, mentors, and develops the Educational Advocacy team and SOMOS Coordinator.
- Establishes clear performance expectations, goals, and professional development plans that support both individual growth and high-quality services.
- Participates in the recruitment, hiring, onboarding, and ongoing training of assigned staff.
- Ensures staff have the knowledge, resources, and support needed to effectively advocate for students and families within K-12 educational systems.
- Fosters a collaborative, family-centered team culture grounded in LCC's values of Empathy, Positive and Welcoming, Growth Mindset, Professionalism, Passion, and Education.
- Conducts regular one-on-one meetings, provides timely feedback, and supports staff in problem-solving, decision-making, and leadership development.
- Promotes consistency, innovation, and continuous improvement across all educational advocacy services.



Educational Advocacy & Student Support

- Oversees all educational advocacy services provided to children and families from Kindergarten through 12th grade.
- Ensures families receive high-quality support related to school enrollment, residency, attendance, truancy, bullying, transportation, language access, special education, and other barriers affecting educational opportunity.
- Provides guidance and oversight for complex educational advocacy cases involving Individualized Education Programs (IEPs), Section 504 Plans, disciplinary matters, language access, and other student rights.
- Develops strategies that empower parents and caregivers to become informed and confident advocates for their children's education.
- Identifies trends across family cases and recommends solutions that improve educational access and outcomes for Latino students.

School District & Community Partnerships

- Serves as the Latino Community Center's primary liaison with public school districts, charter schools, Intermediate Units, and educational agencies, throughout Allegheny County.
- Develops and maintains collaborative relationships with school district administrators, principals, counselors, family engagement staff, attendance offices, educators, and community partners.
- Represents the organization in collaborative meetings, educational initiatives, and cross-sector partnerships focused on improving educational opportunities for Latino students.
- Strengthens partnerships that increase access to services, improve communication between schools and families, and create more inclusive educational environments.

Educational Policy & Systems Advocacy

- Monitors local, state, and federal educational legislation, funding, regulations, and policy developments affecting Latino students and families.
- Monitors emerging educational issues and provides recommendations to organizational leadership regarding advocacy priorities and opportunities.
- Represents the Latino Community Center at school board meetings, educational coalitions, public forums, and policy discussions.
- Participates in educational coalitions, community partnerships, and public forums that advance equitable educational opportunities for Latino students.
- Identifies systemic barriers affecting Latino children and develops collaborative strategies to address those barriers.
- Serves as the organization's subject matter expert on K-12 education systems, student rights, educational policy, and educational equity.
- Provides guidance and technical assistance to staff regarding educational policies, student rights, and advocacy best practices.

Grants, Evaluation & Administration

- Partners closely with the Grants and Development Team to ensure compliance with grant requirements, contractual obligations, reporting expectations, and applicable regulations.



- Develops and manages departmental budgets and ensures responsible stewardship of program resources.
- Reviews and approves purchases, invoices, credit card reconciliations, and other departmental expenses in accordance with organizational policies.
- Oversees the collection, analysis, and utilization of program data to measure outcomes, demonstrate impact, identify trends, and inform organizational decision-making.
- Prepares accurate and timely reports for leadership, funders, and community partners.
- Identifies opportunities to strengthen services, improve operational efficiency, and enhance program impact through data-informed decision-making.

Core Competencies (Knowledge, Skills, and Abilities):

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| • Bilingual: English/Spanish | • Educational Leadership |
| • Leadership & Staff Development | • Attention to Detail |
| • Advocacy & Systems Thinking | • Initiative |
| • Verbal and Written Communication | • Organization/Planning |
| • Analytical Ability/Problem-Solving Mentality | • Flexibility/adaptability |
| • Independent Decision Making/Judgment | • Collaboration |
| • Customer Service Orientation | • Relationship Building & Community Partnership Development |
| • Cultural Humility | |
| • Compassion/Empathy | |

Education, Certification(s), and/or License(s) Required:

Required

- Bachelor's degree in Education, Social Work, Public Policy, Human Services, or a related field.
- Minimum of five (5) years of professional experience in K-12 education, educational advocacy, family engagement, student support services, or a related field.
- Minimum of three (3) years of supervisory or leadership experience.
- Demonstrated knowledge of Pennsylvania's public education system, including school policies, student rights, and educational supports.
- Experience working with culturally diverse and historically underserved communities.
- Demonstrated ability to build collaborative relationships with school districts, educational institutions, government agencies, and community partners.
- Strong written and verbal communication skills, including the ability to communicate effectively with families, educators, and community stakeholders.
- Ability to understand, interpret, and apply educational policies, student rights, and school procedures to support families and inform organizational practices.
- Ability to represent the Latino Community Center professionally with school districts, government agencies, community partners, elected officials, and other external stakeholders.
- Valid Pennsylvania driver's license with a clean driving record and access to reliable personal transportation for travel throughout Allegheny County.



Preferred

- Master's degree in Education, Social Work, Public Administration, Public Policy, Educational Leadership, or a related field.
- Bilingual in English and Spanish.
- Experience with Special Education, including IEPs, Section 504 Plans, or educational law.
- Experience working with multiple school districts or regional educational systems.
- Experience with public policy, systems advocacy, or legislative advocacy related to education.

Employment Requirements

Candidates must possess or be able to successfully obtain the following prior to employment:

- Pennsylvania Child Abuse History Clearance (Act 33)
- Pennsylvania State Police Criminal Record Check (Act 34)
- FBI Fingerprint Clearance
- National Sex Offender Registry (NSOR) verification
- Pennsylvania-approved Recognizing and Reporting Child Abuse (Mandated Reporter) Training

Physical Demands and Work Environment:

This description is representative of requirements that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The incumbent will operate in an office setting, and be required to use a computer with a keyboard, telephone, or handheld mobile device for extended periods of time, and office machinery as needed.
- Individuals may occasionally be required to lift, push, pull, and carry up to 20 pounds.
- The incumbent will be required to travel throughout Allegheny County conducting school visits to support the OST Pittsburgh programs and staff.

Position Type and Expected Hours of Work:

This is a full-time position; typical hours are Monday through Friday, 9:00 AM to 5:00 PM. Incumbents may need to work outside operating hours as requested or to meet program needs (i.e., to attend school board meetings).

Compensation:

- Hours per week: 40 Hours
- Salary Range: \$60,000-\$70,000 (commensurate with experience)
- Comprehensive benefits package including medical, dental, vision, and life insurance, along with 15 days of paid time off (PTO), paid holidays, an additional one-week summer break, and a two-week winter break.