



Seed to Oaks – Job Description

Job Title	Oaks Learning Manager
Reports To	Programs Manager

Job Purpose

To support the mission of Seed to Oaks to empower every local church to help meet the educational needs of their community. The Oaks Learning Manager will advance and create educational opportunities for every local church to easily implement. The Oaks Learning Manager will seek churches and Christian non-profits that are eager to assess the educational needs of their community, as well as coach them through the process of the Oaks Learning program specific for each community's needs.

Working within the framework of Seed to Oaks' established and proven processes, the Manager will translate objectives related to the local church's neighborhood engagement. The core activities of the position include selling Oaks Learning programs and believing in the church as the method of restoration, relationship building, partnership development and maintenance, and coalition building.

Essential Duties and Responsibilities

Development of Programs within Oaks Learning

- Manage and oversee all functions of Oaks Learning and planning activities, including, but not limited to:
 - Partnerships, volunteers, and relationships with local church
 - Oaks Learning manuals, workbooks, policies, procedures, designations, and practices
- With review by subject matter expert(s), design, execute and support all Oaks Learning reporting and monitoring of performance metrics
 - Implement necessary steps to make adjustments indicated by the performance metrics
- Develop through the process of a strategic plan, and create manuals for new programs in a timely manner to correspond with hard deadlines.

Oaks Learning training

- Develop user-friendly manuals, tools, and practical helps that consistently improve existing Oaks Learning programs and accelerate additional churches' abilities to host Oaks Learning Programs
- Explore the possibility and report on the Development of an Oaks Academy institute designed to equip churches to host Oaks Learning Programs
 - Ideally, these would be one-day classes, but should be designed to be flexible, depending upon the need of each individual church
- Ensure all volunteers and support staff are fully trained to perform their assigned functions to achieve maximum proficiency and excellence

Qualifications and Skills



Seed to Oaks – Job Description

- Member in good standing at a local church
- Must have worked in an education environment
- Experience working with or volunteering within a local church
- Personal qualities of integrity, credibility, and commitment to the Vision and Mission of Seed to Oaks
- Demonstrated success developing and monitoring partnerships that involve high levels of collaboration
- Demonstrated skill and resourcefulness for organizational and resource development, strategic planning, setting priorities and guiding investment in people and systems
- Flexibility and ability to multi-task; can work within an ambiguous, fast-moving environment while also driving toward clarity and solutions
- Excellent people skills with an ability to partner with a dynamic leadership team

Type of Employment

Part-time

Expected hours, 15-20 hours a week

Those who are qualified, please email resume to Kathy Chavez at kchavez@seedtoaks.com.

Approved By:	
Date Approved:	
Reviewed:	

This job description is not designed to cover or contain a comprehensive listing of responsibilities and tasks required for this role. Roles, responsibilities and tasks may be assigned, changed or removed at any time.