

# MICHAEL ANDERSON

Education Programs Manager

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Dedicated and detail-oriented NGO Operations Manager with a comprehensive background in education and youth development. Focused on creating innovative educational programs that empower young individuals and promote lifelong learning. Proven expertise in curriculum development, program evaluation, and educational outreach, ensuring that initiatives meet community needs and educational standards. Demonstrates strong leadership qualities, fostering a collaborative and inclusive environment for staff and stakeholders.

## WORK EXPERIENCE

### Education Programs Manager | Youth Development Coalition

Jan 2022 – Present

- Designed and implemented educational programs serving over 10,000 youth annually.
- Developed partnerships with schools and community organizations to enhance programming.
- Managed program budgets and ensured compliance with funding requirements.
- Conducted evaluations to assess program effectiveness and inform improvements.
- Facilitated training for educators on best practices in youth engagement.
- Engaged with community stakeholders to align programs with local needs.

### Program Coordinator | Future Leaders Initiative

Jul 2019 – Dec 2021

- Coordinated youth leadership programs aimed at developing skills and confidence.
- Implemented outreach strategies to engage diverse youth populations.
- Organized workshops and events to promote education and leadership.
- Utilized feedback mechanisms to improve program offerings and participant satisfaction.
- Managed volunteer recruitment and training to support program delivery.
- Prepared reports for funders on program outcomes and success metrics.

## SKILLS

Curriculum Development

Program Evaluation

Educational Outreach

Youth Development

Grant Writing

Stakeholder Engagement

## EDUCATION

### Bachelor of Arts in Education

2015 – 2019

University of Michigan

## ACHIEVEMENTS

- Increased program participation by 40% through targeted outreach and engagement.
- Awarded 'Outstanding Educator' by the National Youth Development Association.
- Successfully launched a scholarship program benefiting over 300 students annually.

## LANGUAGES

English

Spanish

French