



College Bound Program Associate POSITION DESCRIPTION

Organization Description

Breakthrough Twin Cities (BTC) prepares under-resourced students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Central High School in Saint Paul (SPC), and Chaska High School through Eastern Carver County Schools (ECC). Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & writing on their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle school students participate in programming throughout the school year to continue building their skills, habits, and résumés to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade of high school. College Bound students also attend programming throughout the school year and receive the support and mentoring of a School Year Coach. Students complete the program by working 1x1 with a college counselor in 11th and 12th grades, with 99% graduating from high school and getting accepted into college.

Position Description

The Program Associate is a part-time, school-year position (October - May) with a maximum of about 20 hours per week/80 hours per month available. The Program Associate will be the primary contact for College Bound (9th & 10th grade) families and students at the MPA/SPC sites and will be responsible for implementing processes and programming related to College Bound School-Year Coaches, High School Community Builders, and students in those grade levels. The College Bound Program Associate reports to a Program Manager and works closely with the Middle School Deans and High School Community Builders to provide leadership for a site during the virtual school-year program (SYP). This position is supported by Program Managers and the Program Director.

Responsibilities:

- Contribute to and implement a shared vision for successful programming during the virtual school-year program. Collaborate effectively with the Program Team and Breakthrough Staff to do so

- Support the training and development of College Bound School-Year Coaches and High School Community Builders in collaboration with the Middle School Deans
- Support College Bound School-Year Coaches (11 maximum) with their student outreach and case management, as well as any student or family issues that may arise in collaboration with the Middle School Deans
- Support the communication with students and families at specific sites proactively as well as following up on progress made during programming
- Support the planning of virtual logistics and resources for the school-year program (starts in October)
- Build high-quality, professional relationships with BTC students, families, Middle School Deans, Middle School and College Bound School-Year Coaches, and partners
- Assist with additional programming tasks as assigned

Qualifications:

- Experience working with diverse groups of people, ideally in an educational setting
- Excellent interpersonal and facilitation skills
- Excellent written and oral communication skills
- Strong computer and data management skills (experience with Excel preferred)
- Ability to initiate and follow through on ideas; strong leadership and organization skills
- Strong sense of purpose and vision for expanding educational opportunities for aspiring educators and under-resourced youth
- Ability to work effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness
- Flexibility and willingness to adjust as needed to best serve the program mission
- Familiarity with the Google Suite (Docs/Sheets/Google Classroom)

Preferred Qualifications:

- Bachelor's Degree or equivalent experience
- Breakthrough, LearningWorks, or Summerbridge experience
- Proficiency in one of the following languages: Hmong, Karen, Oromo, Spanish

Terms of Employment:

Dates/Times: This position is hourly, part-time, and not eligible for benefits.

- October - May School-Year Program (Some additional hours for training/wrap-up in October and May)
- Up to 20 hours per week/80 hours per month

Work Location: During the pandemic, staff have completed the majority of their work at home. For the time being, working in the office is also available but is dependent on the changing conditions. When the pandemic subsides, we expect most of the work to resume at our headquarters at Mounds Park Academy (2051 Larpenteur Ave E, St. Paul) with occasional school visits, recruitment sessions, and programs in the Saint Paul area. Access to a car or reliable transportation will be required when in-person efforts resume.

Compensation: \$18.00/hour

Detailed School-Year Responsibilities

The Program Associate will support the Program Team and work in collaboration with Middle School Deans, School-Year Coaches, and High School Community Builders. The Program Associate provides primary support for case management and student outreach.

1. Pre-SYP Responsibilities

- a. Assist in student enrollment for School-Year Programming and support the logistics for participating in BTC programming (technological resources/support)
- b. Prepare for Faculty Orientation (logistics, getting workshops ready)
- c. Support Back to Breakthrough preparations

2. Faculty Orientation Responsibilities

- a. Support School-Year Coach & High School Community Builder training, community-building, and instructional workshops for your Faculty and in larger combined groups
- b. Support Faculty logistics (technology)

3. School-Year Program Responsibilities

- a. Support site logistics, meetings, and trainings
- b. Coordinate student support interventions collaboratively with the Middle School Deans, School-Year Coaches, Program Managers, and families
- c. Check-in monthly with each of your Coaches and High School Community Builders
- d. Support Site logistics (technology, family support)
- e. Be available to support programming and events as needed

APPLICATION SUBMISSION:

Priority deadline by October 8th 2020. Applications accepted until the position is filled.

To apply, please send an email including a cover letter, resume, and three references to programteam@breakthroughwincities.org with the subject line: "SYP College Bound Program Associate".

Hiring decisions will be made in early October. Please direct all questions to programteam@breakthroughwincities.org.