



## **Position Description**

**Program Manager:  
Eastern Carver County**

### **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), Saint Paul Central (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 11<sup>th</sup> and 12<sup>th</sup> grades, with 99% graduating from high school and getting accepted into college.

### **Position Description**

Program Managers are responsible for managing personnel and processes within and across our three program sites. The site specific ECC Program Manager will support and lead our intensive summer programming, and the ongoing school year programming, in Eastern Carver County, as well as assist with organization-wide programming and support as needed.

**Responsibilities:**

- Work as a team with the Program Director, Associate Program Director, Advisors, and College Counselors to envision, design, and innovate on programming, utilizing data, stakeholder input, and relevant frameworks, research, and resources.
- Design organization-wide processes to support implementation of program goals and outcomes, adjusting and growing these processes along the way.
- Supervise, train, and empower site-level program staff who work directly with our students (Deans, Promise Fellows, or Interns) or Teaching Fellows (Deans of Faculty and Instruction, Coaches).
- Lead the multi-faceted processes of recruitment, selection, and enrollment for students.
- Support Teaching Fellow selection
- Lead, manage, support and engage in Saturday Programming once a month.
- Design, manage, and lead our intensive, site-based Summer Programming during nine weeks from June through August (implemented by Deans, Teaching Fellows, and Program Interns).
- Design, manage, and lead our site-based School Year Programming
- Maintain accurate student and faculty records for your site
- Work in conjunction with Advisors and College Counselors to support student needs
- Assist with additional programming and evaluation tasks, as assigned, with occasional storytelling and development support.
- Build high-quality, professional relationships with BTC students, families, Teaching Fellows, Instructional Coaches, site staff, and partners.
- Other duties as assigned

**Qualifications:**

- Bachelor's Degree
- Strong sense of purpose and vision for expanding educational opportunities for aspiring educators and under-resourced youth
- Ability to initiate and follow through on ideas; strong leadership and organizational skills
- Experience working with diverse groups of people

- Excellent interpersonal and facilitation skills
- Excellent written and oral communication skills
- Strong computer and data management skills (experience with Excel preferred)
- 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
- Access to reliable transportation (travel may be expected during the day within the Twin Cities metro area)

**Preferred Qualifications:**

- Breakthrough, LearningWorks, or Summerbridge experience
- Proficiency in one of the following languages: Hmong, Karen, Oromo, Spanish
- 2-3 years of experience in youth programming and/or study in a relevant field (including, but not limited to Education, Cultural Studies, Psychology, Youth Studies, Social Work/Counseling)

**Terms of Employment:**

Dates/Times:

- School-Year Program (mid-August through mid-June):
  - 40 hours/week, with a variability in schedule based on recruitment sessions, and occasional evening programming or events
  - Saturday Sessions once a month (7 AM – 2 PM)
- Summer Program (9 weeks mid-June through mid-August):
  - Extended Hours (50 hours/week)
    - 7:00 AM – 5:30 PM for eight weeks (Orientation and Student Programming)
  - Regular Hours (40 hours/week)
    - 8:00 AM – 4:30 PM for the last week (Wrap-Up)
  - Occasional Evening Hours & One All-Day Saturday Event

Work Location: Most work takes place at our headquarters at Mounds Park Academy. The ECC Program Manager will also spend a significant amount of time in Eastern Carver County schools. Access to a car or reliable transportation is required.

Compensation: This position is a full-time, year-round, exempt, salaried position with benefits. \$45,000-\$51,000 annual salary depending on experience and qualifications. One week of fully comped vacation, health benefits including medical, dental, and vision, retirement match, access to free lunches during school year.

**To Apply:** Send an email to [apply@breakthroughtwincities.org](mailto:apply@breakthroughtwincities.org) with the subject line "Program Manager" and attach an updated resumé, cover letter, and three references.

**Priority will be given to applicants who submit these by Mar 31, 2022**