



## **PROGRAM MANAGER POSITION DESCRIPTION**

### **Organization Description**

Breakthrough Twin Cities prepares under-resourced students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with two sites in the Twin Cities: Mounds Park Academy (MPA) and St. Paul Central High School in Saint Paul (SPC). Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & writing and prepare for their six-year path to college. 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 attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students complete the program by working 1x1 with a college counselor in 11<sup>th</sup> and 12<sup>th</sup> grade, with 100% graduating from high school and getting accepted into college. Breakthrough Twin Cities is an Equal Opportunity Employer.

### **Position Description**

Two Program Managers will be responsible for managing personnel and processes across our two program sites (with likely increases of sites over time and with commensurate support). Both Program Managers will support our intensive summer programming across sites.

One Program Manager will focus on our mission to support students and families on the path to college. This student- & family-focused Program Manager will manage the recruitment, selection, and enrollment of new students and families each year, and will manage family and student engagement year-round. This Program Manager will also support program design during our school-year program and cultivate resources or partnerships to connect students and families with on a regular basis. This Program Manager will supervise two AmeriCorps Promise Fellows and the two Deans of Students (one at each site).

One Program Manager will focus on our mission to cultivate the next generation of educators. This teacher- and coach-focused Program Manager will manage the recruitment, selection, and enrollment of new Teaching Fellows and School-Year Coaches each year, and will also manage the recruitment, selection, and enrollment of new Program Interns each summer. This Program Manager will plan schedules and logistics for our intensive summer programming. This Program Manager will supervise two Deans of Faculty (one at each site).

### **Responsibilities:**

- Work as a team with the Senior Program Director and College Counselors to envision, design, and innovate on programming at a big-picture level, 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 that work directly with our students (Deans of Students) or Teaching Fellows/Coaches (Deans of Faculty).
- Manage the multi-faceted processes of recruitment, selection, and enrollment for either students or Teaching Fellows (and School-Year Coaches).
- Support and engage in Saturday Programming once a month (designed by the Deans of Students and implemented by School-Year Coaches).
- Design, manage, and engage in our intensive Summer Programming during 9 weeks from June through August (designed by Program Managers and implemented by Deans, Teaching Fellows, and Program Interns).
- 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.

### **Qualifications:**

- 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 organization 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
- Bachelor's Degree
- Access to reliable transportation (travel is 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: This position is a full-time, year-round position with benefits.

- 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 the first three weeks (Orientation and first week of Student Programming)
- Regular Hours (40 hours/week)
  - 9:00 AM – 5:30 PM for 6 weeks with students
  - 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 (2051 Larpenteur Ave E) plus recruitment sessions in the surrounding metro area. Access to a car or reliable transportation is required.

Compensation: \$42,000-\$48,000 annual salary depending on experience and qualifications

**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 before Friday, February 15<sup>th</sup>, 2019.