



PROGRAM MANAGER (TEMPORARY) 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

Our Program Managers are responsible for managing personnel and processes across our three program sites and for driving the innovation of remote programming during the current COVID-19 challenges.

The (Temporary) Program Manager will help provide critical capacity and support for our programming while one of our Program Managers is on leave (October 5 – November 25). The primary duties entail managing family and student engagement for approximately 150 students and supporting a part-time staff member in this work (a Middle School Dean position). Support for program projects would include coordinating family paperwork for our partnership with Minnesota Afterschool Advance and guiding the creation of online activities for 9th grade students related to college knowledge and access. This position reports to the Senior Program Director.

Responsibilities:

- Supervise the Middle School Dean for the Saint Paul Central site who works directly with our students, families, and faculty, assisting them in coordinating interventions for students as needed.
- Design and implement virtual College Access Programming for 9th grade students, collaborating and coordinating with other Program Managers.
- Support the processes of new student recruitment in Saint Paul in collaboration with other Program Managers.

- Assist with additional programming and evaluation tasks, as assigned, with occasional storytelling and development support.
- Build high-quality, professional relationships with BTC students, families, faculty, 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

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 non-exempt, temporary position with no benefits. Once selected, this position would begin immediately (although no sooner than October 5) and would be expected to work through November 25, 2020.

Work Location: During the pandemic, staff have completed the majority of their work at home. For the time being, working in the office (located at Mounds Park Academy, 2051 Larpenteur Ave E, Saint Paul, MN, 55109) is also available but is dependent on the changing conditions.

Hours & Compensation: This position is eligible for up to 40 hours/week at a rate of \$20.00 per hour during the weeks of October 5 – November 25.

To Apply: Send an email to apply@breakthroughwincities.org with the subject line "Temporary Program Manager" and attach an updated resumé, cover letter, and contact information for one reference. Applicants will be considered on a rolling basis to start as soon as October 5, 2020.