



JOB DESCRIPTION

BRONX COMMUNITY H.S. PROGRAM MANAGER

New York City Mission Society improves the lives of children, youth, and families in the city's most underserved communities. Through programs and services that respond to community needs, we create cycles of success for generations to come.

Program Description:

The *Learning To Work Program* (LTW) administered at *Bronx Community High School* is a collaboration with the NYC Department of Education and New York City Mission Society. The program assists students, who are over-aged and under-credentialed, in acquiring the skills, knowledge, attitudes and behavioral changes that will maximize their potential. The program's aim is to enable students to graduate high school, transition into post-secondary education, or into meaningful permanent employment.

Title: Program Manager

Program: Learning-to-Work Program

Reports to: AVP, Career and Education Pathways

FLSA Status: Full-Time Exempt

Basic Function: The Program Manager will plan, implement and operate the Learning-to-Work Program at Bronx Community High School

DUTIES & RESPONSIBILITIES:

- Supervise and direct the activities of the LTW staff including college counselor, internship coordinator, advocate counselors, and social worker
- Effectively manage the daily operations of the program including student recruitment, timesheets and payroll, employment readiness workshops, internship placement, and counseling
- Provide supportive services to students inclusive of youth development, counseling, group work and parent outreach
- Establish formal linkage agreements with a variety of agencies, colleges and organizations to enhance program effectiveness
- Orient staff to LTW program model and approach and provide staff with training and supervision in: the principles of youth development, the skills of solution-focused counseling and advocacy strategies needed for school-based work
- Monitor staff's job performance to ensure the achievement of contracted milestones (internal and external)
- Manage program budget and adhere to all NYC Mission Society organizational guidelines
- Collaborate with the school Principal and administration to create a partnership between the Mission Society and DOE staff in order to create and maintain a positive learning culture in the school
- Plan, facilitate and/or attend staff meetings and team meetings with appropriate DOE and agency parties
- Perform other duties as assigned

QUALIFICATIONS:

- Master's degree preferred
- At least 5 years experience working with adolescents
- Knowledge of adolescent development and youth development principles
- Proven track record in development and execution of youth, education or related human service programs
- Experience in program administration including staff supervision and program implementation
- Excellent interpersonal communication (written and verbal) and organizational skills
- Ability to work collaboratively with program staff, school principal, administrators and DOE faculty
- Bilingual English – Spanish is a plus.

GENERAL REQUIREMENTS: Staff is expected to be committed to the mission, vision, and values of Mission Society.

SALARY AND BENEFITS:

Salary range mid \$50's based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, 403(b) retirement plan with employer match, TransitChek, Employee Wellness Program, Municipal Credit Union membership, voluntary supplemental insurance options.

APPLY

Interested and qualified individuals should forward their resumes with cover letter to hr@nycmissionsociety.org, Re: Bronx Community High School, Program Manager or Fax to 212-979-5764.

Visit our website at www.missionsociety.org.

Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.

New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.