Manager of High School Programs
Boston, Massachusetts

The Organization
The mission of Noonan Scholars is to help high-achieving low-income students of color be admitted to selective colleges and graduate with the degree, experiences, and skills needed for the career of their choosing. Modeled after South Central Scholars, a successful non-profit out of Los Angeles, our aim is to support our Scholars so they graduate from selective schools such as Harvard, Dartmouth, Bowdoin, Cornell, and Tufts with little or no debt.

The Program
Our program spans six years, from 10th grade through college graduation.

The two main components of our high school program are our Summer Academy and college advising. Summer Academy takes place over the course of seven weeks after students’ junior and senior years of high school. At Summer Academy, students spend seven hours a day learning the calculus and writing they need to earn good grades and stay in their preferred majors in college, with an additional hour each day devoted to personal and professional development topics, including career exploration, health and wellness, and college navigation.

Our college advising programming begins in the spring of students’ junior year, and includes workshops, one on one meetings, and campus tours. Once in college, Scholars receive scholarships, professional mentors, academic counselling, and support finding summer internships and jobs. College graduation is a given for most of our students and not the end goal. Our real goal is for Scholars to graduate college with the qualifications, skills, and connections they need to land top jobs in their chosen fields.

Noonan Scholars is entering its second full year in operation in Boston, and plans to expand over the next few years to support high-achieving low-income students across the country.

The Position
Noonan Scholars seeks a Manager of High School Programs, to implement and further develop our college advising and college preparatory programs, in which students participate during their junior and senior years of high school. Additionally, as the organization grows to serve students nationally, the Manager of High School Programs will play a key role in adapting the program to evolving needs. This is a great opportunity to join a growing organization in its early stages, inform its program model and further relationships with key external partners.

The Program Manager reports to and works closely with the Director of Programs. The Program Manager will manage seasonal interns and instructional staff in the Summer Academy.
Key Responsibilities:

- **Student Recruitment (25%)**: The Manager of High School Programs will be the lead representative interacting with prospective students, parents, guidance counselors, and non-profit staff. The Manager will oversee all aspects of student recruitment to ensure that the applicant pool is qualified and diverse. Student recruitment responsibilities include cultivating relationships with area schools and non-profits, coordinating and facilitating information sessions at schools and community-based organizations, and overseeing the student application and selection process.

- **Summer Academy (30%)**: The Manager of High School Programs will be primarily responsible for the success of Summer Academy, overseeing all logistical and curricular aspects of the program, in order to prepare high school students for college both academically and socio-emotionally. Summer Academy responsibilities include planning and implementing the personal and professional development content of the program, coordinating with site contacts and overseeing faculty, providing individualized student support and responding to student challenges, and managing a summer intern who will provide daily operational support.

- **College Advising (30%)**: In leading the college advising program, the Manager of High School Programs will have the opportunity to develop and implement college advising programming for high school juniors and seniors, with a specific focus on selective college admission. College advising programming includes student workshops, campus visits, and individual meetings with students/parents.

- **Program Support and Administration (15%)**: The Manager will provide support in College Programs and across organizational departments as needed, meeting the demands for collaboration in a small start-up organization and allowing for opportunities to learn across departments. These supports may include, for example, supporting the college student mentoring program through mentor and student interviews, providing individual case management to college students, and collecting and preparing program data for fundraising and marketing needs.

In the next year, Noonan Scholars will be expanding to serve students across the country. Because of this exciting transition, the position will also evolve as the person in this role will play a key role in adapting our existing program to meet the needs of a national student body. The Manager of High School Programs will collaborate with the Director of Programs to develop and implement a national student recruitment strategy. Although the Manager of High School Programs will not be primarily responsible for national recruitment, some travel may be required. Additionally, the most dramatic change that national expansion will bring will be in the development of a residential Summer Academy, where students from across the country will stay on a college campus for 7 weeks, participating in quality academic instruction each day as they currently do, but with the additional opportunity to participate in enrichment college preparatory programming on evenings and weekends. As we prepare for the inaugural residential Summer Academy to launch in 2018, the Manager of High School Programs will have the chance to shape the structure and content of that program. Summer Academy 2018 will be located on a college campus, within approximately a 3 hour drive of Boston. Although the structure and staffing requirements of the residential Summer Academy have not yet been finalized, it
is likely that the Manager of High School Programs will be expected to be on-site at Summer Academy during most or all of the 7 week program.

The Ideal Candidate

- A highly skilled relationship-builder, who is able to connect with high school students as well as parents, guidance counselors, and community-partners.
- Experience with public speaking and ability to tailor message to audience
- A highly organized individual that understands managing both the small details and a big vision; effective in taking initiative and prioritizing short term and long term needs in a fast-paced work environment involving multiple projects and stakeholders
- Interested in working with flexibility, passion, results orientation within a small start-up environment that reflects a tireless energy and attitude.
- Has a passion for working with a diverse, underserved community of high school and college students
- Experience in selective college advising or admissions is strongly preferred

To apply: Please email cover letter and resume to ana@noonanscholars.org. The desired start for this position is March; however, the start date may be flexible and candidates who require a later start should indicate that in their cover letters.

Noonan Scholars is an equal opportunity employer and is committed to fostering a diverse and inclusive community. We particularly encourage applications from those who identify as people of color and/or as first-generation college graduates.

For more information, please visit noonanscholars.org