



A BETTER CHANCE

**Assistant Program Manager for Admissions & Placement
Middle States Region**

WHO WE ARE

Since 1963, A Better Chance has been the only national organization of its kind, working *to increase substantially the number of well-educated young people of color who are capable of assuming positions of responsibility and leadership in American society.*

It is through our signature College Preparatory Schools Program (CPSP) that highly motivated students of color are recruited, guided and placed in over 300 outstanding member schools across the country. The CPSP enables students and their families to explore Independent Day Schools, Independent Boarding Schools and competitive Public Community Schools in an effort to place the child in the best educational environment to thrive and become leaders. Students who are accepted to and enrolled at one of our Member Schools become A Better Chance Scholars.

The CPSP program is managed by regional program teams responsible for delivering the programmatic support to our cohort students during our 18 month placement cycle and for providing ongoing student support for scholars who are placed into our Member Schools.

WHAT YOU WILL DO

Reporting to the Middle States Regional Manager and serving as an integral member of the Middle States team, the **Assistant Program Manager for Admissions & Placement** will be primarily responsible for supporting programmatic duties associated with Admissions & Placement. This position is full time and will be based in Philadelphia, PA.

Job duties and responsibilities include, but are not limited to the following:

Admissions and Placement (60%)

Recruitment:

- Develop and maintain relationships with a network of representatives from feeder schools, churches, civic and community-based organizations, alumni and other volunteers
- Design and lead presentations that accurately and competently explain the educational programs available to our students
- Make prompt and effective contact with inquiries and redirect unqualified candidates based on incompatible educational goals or program criteria
- Organize recruitment activities that are aligned with our institutional brand, mission and strategic plan
- Lead the coordination of Benchmark Testing Days
- Ensure completion of applications by working with applicants and their families
- Read and evaluate student applications

Cohort Development & Placement/Advocacy:

- Support the planning and execution of our annual Summer Skills program
- Work with Regional Manager to identify qualified teaching staff for Summer Skills program
- Work with test prep partners to facilitate programs for Candidates in the cohort
- Lead the coordination of Interview Days, Admissions 101, Financial Aid and other admissions readiness related workshops
- Spearhead annual testing initiatives in partnership with SSAT and ERB
- Assist Regional Manager with school referrals for Candidates in the cohort
- Advocate for our Candidates with school leaders and admissions officers at our Member Schools

Member School Growth & Cultivation

- Assist Regional Manager with developing strategies for growing Member Schools base in accordance with our strategic plan
- Develop and maintain relationships with, and instill enthusiasm for our program in our Member Schools through annual site visits

Scholar Support (30%)

- Support the A Better Chance Scholars in their Member Schools across the Middle States region through in person visits and virtual check ins
- Support the planning and execution of Scholar Support activities such as the summer opportunities fair, SAT prep, college planning, college financial aid and scholarships, career planning, etc.
- Develop and maintain relationships with organizations that can extend our scholar support reach such as summer programming organizations, colleges & universities, college access organizations, etc.
- Manage Parents-As-Partners meetings and committees that operate in the Middle States Region
- Support the Middle States team in planning and executing an annual High School Orientation for newly placed Scholars in the Middle States region

Operations (10%)

- Assist Regional Manager with analysis to interpret enrollment data using the information collected to direct strategic decisions
- Create, distribute and analyze surveys to assess the efficacy of our admissions readiness programs
- Record all required data (i.e., attendance, attrition, college matriculation, etc.) for regional programs either designed by A Better Chance or given jointly with a partner organization
- Develop, manage and/or utilize organizational tools to manage data, assignments, priorities and tasks.
- Assist with special projects as needed within the organization

WHO WE ARE SEEKING

- Someone who has earned a Bachelor's degree
- An individual with experience working with students and families from underserved backgrounds, preferably within an educational setting (K-12 or higher education)
- A person with experience in teaching and/or training, program management and/or event planning
- An individual with a proven ability to prioritize, organize and follow through on tasks and deliverables within a fast paced, entrepreneurial environment; must be highly detailed oriented
- Someone with a keen understanding of the broad educational issues facing educational systems in the US and students of color in particular

- An individual with a valid driver's license; someone who is able to work some evenings, frequent weekends and travel throughout the Middle States Region (Philadelphia, Washington DC, Cleveland, Detroit & Chicago)
- Someone who is highly proficient in Microsoft Office products and web & cloud based applications
- A person with a proven ability to work with a wide range of people organizationally
- Prior experience working in an independent school setting is a significant plus
- Fluency in Spanish is a plus

WHAT MATTERS MOST

- You are smart and know how to get things done efficiently, yet with quality results
- You operate at the highest level of integrity; you are honest and realize that any mistake or setback provides a pathway for improved performance
- You have high intrinsic motivation to support programs designed to fight for educational equity equality and inclusion for students of color
- You have outstanding speaking and writing skills; you have presence and are comfortable commanding an audience
- You are flexible and open to new ideas; you think quickly on your feet yet aren't afraid to ask for help
- You have had success working within close knit teams and collaborating with people at all levels; you are fair and balanced and pull your own weight
- You are mature; you do not shy away from difficult conversations and face issues or challenges head on
- You are humble and are eager to learn
- You are persistent and know how to apply your creativity and passion to achieve results
- You are inspired by the A Better Chance mission!

WHAT WE OFFER

- The chance to work with talented, smart and passionate professionals
- The opportunity to make a difference and change the life trajectory of highly talented students of color
- A competitive salary and suite of benefits
- Paid travel throughout the Middle States (Mid-Atlantic and Midwest) region
- Access to professional development and training opportunities
- Ability to strengthen and grow program management and leadership skills
- High degree of job autonomy and flexibility
- Ability to work from home and/or the regional office
- The opportunity to flex your schedule based on the region's programmatic needs

HOW TO APPLY

For consideration, please forward your cover letter, resume, salary requirements, and at least three professional references to aheadps@abetterchance.org by December 10th. Please note "**Assistant Program Manager - Admissions & Placement, Middle States – [your last name]**" in the subject line of your email. Only candidates being considered will be contacted. Position will remain open until filled.

