



## **Achieve Program and Graduate Services Manager to begin work in September 2019**

Achieve partners with families to empower motivated students from underserved Boston communities to close the opportunity gap. With middle school programming and support through high school and college, our community provides transformative academic and enrichment experiences and fosters enduring mentoring relationships that inspire confidence, learning and joy. Achieve offers students tuition-free year-round academic and social-emotional programming. Working with Achieve families, sending schools in Boston and our partner school, the Nobles and Greenough School, Achieve is committed to holistically serving hundreds of students middle school through college representing many diverse ethnic groups, religions, and family backgrounds. For more information please visit [www.theachievetheprogram.org](http://www.theachievetheprogram.org).

The Program and Graduate Services Manager is a key leadership position at Achieve. This hire will work in collaboration with the directors to create high-quality programming for some of Boston's most talented and deserving students. The hire will be a vital resource for students as they transition from Achieve into high school and through college. The program manager is responsible for building deep relationships with graduates; this is core to the work. The program manager is expected to have experience working with underrepresented students, an understanding of the high school landscape in Boston, and a general knowledge of the college and financial aid process and the organizational structures of higher education. This position provides an exciting opportunity to provide both direct mentoring and counseling to students, while also helping to shape and develop the program as Achieve implements its five-year strategic plan. The position reports to the Executive Director.

### **Job Responsibilities:**

#### **Program Manager**

##### **Manage day-to-day operations of the Academic Year Program including:**

- Create, organize, and archive Academic School Year Program curriculum with a focus on citizenship, character skills, and college knowledge.
- In collaboration with Achieve team:
  - Plan and execute Saturday sessions
  - Recruit and enroll new students
  - Select and train tutors for bi-weekly Saturday sessions

##### **Manage day-to-day operations of the Summer Program including:**

- Oversee the work of the Achieve Teaching Assistants in supporting teachers, curriculum and assessments.☐
- Lead and oversee advisory program
- Implement program end surveys and evaluate results

- In collaboration with directors:
  - Plan and lead new student and staff orientations
  - Manage student behavior
  - Plan and lead summer field trips
  - Build relationships with students and families

### **Graduate Services Manager**

#### **Lead and Build Graduate Services Program:**

- Manage and oversee a comprehensive graduate services program for Achieve students in grades nine through their first year of college.
- Track students' academic and social-emotional well-being through advising sessions designed to assist with the transition to high school and the related academic and social changes.
- Create and implement interventions for students experiencing challenges in their high school years.
- Ensure a high-quality data culture by establishing clear expectations for accurate and timely data collection, as well as by utilizing data to analyze key drivers/barriers to student progress and performance.
- Build strong relationships and partnerships with area Boston schools and non-profits to support college and post-secondary placement.
- Closely monitor students through the college selection and placement process.
- Support students with summer opportunity placement.
- Regularly use data management and tracking system to:
  - Maintain advising notes and organize all necessary follow-up meetings;
  - Track all graduate interactions and submit monthly reports;
  - Consistently update all contact information for student caseload
- Maintain regular contact with graduates and their families via various forms of social media, text messaging, phone calls, in-person meetings, etc.

#### **Additional Responsibilities:**

- At Nobles: Other coaching/teaching positions TBD.

#### **Qualifications**

- At least 3 years of professional experience, with prior success in program management roles, preferably in an organization with a focus on education, children, youth, or families.
- Bachelor's degree is required, a Master's degree in education, nonprofit management, or related field is a plus.
- Experience with individual and group advising.
- General knowledge of college fit, match, and selection process.
- Highly capable of dealing with sensitive issues and being discreet.
- Cultural sensitivity and humility in working with diverse and low-income populations, with an awareness of institutionalized racism and classism facing low-income communities.
- Ability to thrive within a small team environment and work collaboratively or independently as needed, with high degrees of personal initiative and accountability.
- Excellent organizational and time management skills, with attention to detail and accuracy.
- Excellent verbal and written communication skills.

- Active driver's license ☑
- Knowledge of Boston area schools and educational landscape is a plus.
- Bilingual English-Spanish/-Haitian Creole/-Cantonese/-Vietnamese/-Cape Verdean Creole is a plus.
- Humor and Flexibility

Achieve offers a competitive salary along with an excellent benefits package that includes, health and dental insurance, FSA reimbursement accounts (health care and dependent care), life insurance, short-term and long-term disability, and 403(b) plan. ☑

**To Apply:**

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in PDF or Word format to:

Achieve

Attn: Nora Dowley-Liebowitz, Executive Director  
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