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.

Through our signature College Preparatory Schools Program (CPSP), highly motivated students of color are recruited for placement in over 300 outstanding independent and public schools across the country. Students who are accepted to and enroll in our Member Schools become A Better Chance Scholars. Our comprehensive assessment program enables students to explore multiple school options in an effort to help match them with the right school.

WHAT YOU WILL DO

Reporting to the Director of Preparation and Success, the Assistant Program Manager, Preparation and Success will be primarily responsible for executing national College Preparatory Schools Program core programming. This position is full-time and will be based in New York, NY.

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

Program Delivery
Core Programming Development and Execution:

➢ Execute A Better Chance core programming across the nation based on A Better Chance’s program model and strategic goals
➢ Work with the Preparation and Success Team to execute core programming and revise workshops based on feedback and the evolving needs of students and families
➢ Support coordination with Member Schools, companies, and other organizations to secure space for program execution
➢ Work with the Parents-as-Partners Associate to leverage parent and volunteer expertise in the execution of A Better Chance’s core programming
➢ Conduct one-on-one meetings with families and students on regional visits
➢ Ensure the students in the A Better Chance program are a good “fit” and remain in good standing throughout the A Better Chance cohort process.
➢ Ensure relevant data is collected so that students and families are supported and students can be placed at Member Schools
➢ Ensure all materials for program delivery are ordered, organized, and utilized efficiently for program purposes

Placement

➢ Provide information to the Schools and Placement Team to ensure placement of Scholars
➢ Read and score applications submitted to A Better Chance
➢ Advise the Schools and Placement Team on a student/family’s “fit” for A Better Chance and our Member Schools
Organizational Support

➢ Communicate with the Schools and Placement Team to ensure programmatic alignment
➢ Work with the head of data and application management and application coordinator to ensure necessary data is recorded
➢ Work with the Preparation and Success Team to create, distribute, and analyze surveys to assess the efficacy of A Better Chance core programming
➢ Utilize organizational tools to manage data, assignments, priorities, and tasks.
➢ Assist with special projects as needed within the organization
➢ Attend and assist with key Development events

WHO WE ARE SEEKING

➢ An individual who enjoys frequent travel (30%-40%) with a team and thrives on working with people
➢ An individual with exposure to program/curriculum development
➢ An individual with experience working with students and families from underserved backgrounds, preferably within an educational setting (K-12 or higher education)
➢ An individual with experience in or knowledge of day and boarding school admissions
➢ 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
➢ An individual 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 and weekends and travel frequently throughout the United States
➢ An individual who is highly proficient in Microsoft Office products and web & cloud based applications
➢ An individual with a proven ability to work with a wide range of people organizationally
➢ An individual who has skills in developing and utilizing web-based tools for program delivery
➢ Fluency in Spanish is a plus

WHAT MATTERS MOST

➢ You understand the transformational power of placement into an independent school!
➢ You love people and enjoy building relationships! (i.e. You are the last person to leave the party.)
➢ You are able to learn from challenges
➢ 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 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 and are not afraid to ask for help
➢ You have had success working within close knit teams and collaborating with people at all levels
➢ You do not shy away from difficult conversations and face issues or challenges head on

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
➢ Access to professional development and training opportunities
➢ Ability to strengthen and grow program management and leadership skills

HOW TO APPLY
For consideration, please forward your cover letter and resume to bbtennant@abetterchance.org. Please note “Assistant Program Manager– Preparation & Success – [your last name]” in the subject line of your email.