Assistant Program Manager, Schools and Placements

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 Program Director, Schools & Placements and serving as an integral member of the Schools & Placements Team, the Assistant Program Manager, Schools & Placements will be primarily responsible for supporting programmatic duties associated with Schools & Placements. This position is full-time and based in New York.

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

Admissions and Placement

Recruitment/Identification:
- Develop and maintain relationships with a national network of representatives from feeder schools, churches, civic and community-based organizations that serve as pipelines for students and families
- Lead and support presentations that accurately and competently explain the educational programs available to our students
- Respond to inquiries from families about admissions processes for A Better Chance and Member Schools
- Redirect unqualified candidates based on incompatible educational goals or program criteria
- Organize recruitment activities (virtual and in person) that are aligned with our institutional brand, mission, and strategic plan
- Support “benchmark,” SSAT, and ISEE testing for A Better Chance cohort students
- Ensure completion of A Better Chance applications by working with applicants and their families
- Read, evaluate, and score student applications

Placement:
- Develop and maintain relationships with (and instill enthusiasm for A Better Chance) in our Member Schools through periodic site visits, conference attendance, and virtual conferences/meetings
- Organize and support Interview Days, Member School Fairs, and Referral 101 workshops
- Ensure all materials for program delivery are ordered, organized, and utilized efficiently for program purposes
➢ Support annual testing initiatives in partnership with SSAT, ERB, and Test Innovators
➢ Participate in and support the referrals and placement processes for candidates in the Cohort
➢ Advocate for candidates with school leaders and admissions officers at our Member Schools
➢ Hold one-on-one meetings with families across the country as part of programmatic travel
➢ Write post-school-visit reports to ensure A Better Chance understands the needs of the Member School and documents relevant information

Organizational Support
➢ Coordinate with the Preparation and Success Team to ensure programmatic alignment
➢ Coordinate with the Development Team to communicate events relevant to their work
➢ Provides relevant data about volunteers and in-kind donations to the Development Team
➢ Coordinate with the Head of Data and Application Management and Application Coordinator to ensure admissions materials are complete and provided to Member Schools
➢ Support the distribution of surveys to assess the efficacy of our admissions readiness programs
➢ Utilize organizational tools to manage data, assignments, priorities, and tasks.
➢ Assist with special projects as needed within the organization
➢ Work with Parents-as-Partners groups across the country
➢ Attend and assist with key Development events

WHO WE ARE SEEKING
➢ 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 admissions secondary or post-secondary admissions
➢ An individual with a proven ability to prioritize, organize, and follow through on tasks and deliverables within a fast paced, entrepreneurial environment
➢ 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 who is able to work some evenings and weekends and travel periodically throughout the United States
➢ An individual with a proven ability to work with a wide range of people organizationally
➢ An individual with experience in webinar production and/or graphic design a plus
➢ Prior experience working in an independent school setting is a significant plus
➢ 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!
➢ You embrace a challenge and have the ability persevere
➢ You have experience working within close-knit teams and collaborating with people at all levels of the organization
➢ You are fair and enjoy pulling your own weight
➢ You are smart and know how to get things done efficiently, yet with quality results
➢ 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

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 – Schools and Placements – [your last name]” in the subject line of your email. Only candidates being considered will be contacted. Applications will be reviewed on a rolling basis.