**High School Program Coordinator**

**College Possible Minnesota**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT** Full-Time Exempt | **START**  Immediate | **LOCATION**  St. Paul, MN | **REPORTS TO**  Access Program Director |

**About College Possible**

College Possible is a growing nonprofit coaching students from low-income backgrounds to and through college to break the cycle of poverty and empower the next generation of leaders. Our model has earned national recognition: the inaugural Evergreen National Education Award recognized our leadership in increasing access to and success in college for students from low-income backgrounds. It also earns top-of-field results: a Harvard study found that the program more than doubles a student’s chance of enrolling in a four-year college, and our students are four times more likely to become college graduates than their low-income peers. College Possible has a budget of $25 million, more than 140 full-time employees and more than 270 AmeriCorps and VISTA service members. During the 2019-20 school year, we will reach an estimated 25,000 students in all 50 states, at more than 90 partner high schools and at more than 350 colleges.

College Possible is committed to diversity, equity and inclusion, and seeks to build a diverse workforce to create impact in partnership with the communities we serve.  We welcome a diverse pool of qualified applicants.  For each of its positions, College Possible is mindful about what best serves our students, and seeks to hire staff with relevant experience, skills and aptitude, and a commitment to the power of education. To learn more, [Diversity and Inclusion Plan](http://www.collegepossible.org/about/our-culture/diversity-and-inclusion-plan/).

Headquartered in Saint Paul, Minnesota, College Possible also operates in Philadelphia, PA; Chicago, IL; Milwaukee, WI; Omaha, NE; Portland, OR; and Seattle, WA; and has Catalyze partnerships in Minnesota, Iowa and Ohio. We’re joining forces with colleges to achieve a transformational impact: by 2021, we will partner with 400 colleges to reach 50,000 students.

To learn more, visit [CollegePossible.org](http://www.collegepossible.org).

**Basic Job Descriptions:**

We are seeking a dynamic, high-energy leader to join our successful, growing organization as a part of our program leadership team. The Program Manager will work closely to supervisor Program Coordinators and collaborate with other program leadership to provide overall management for Campus Based high school programming and to the high school program team.

**Essential Functions**

* **Ensure Program Quality & Provide Organizational Management:** Oversee the implementation of high quality College Possible curriculum and program to ensure that the Campus Based program is operating with fidelity to the College Possible model and moving toward ambitious outcomes. In that aim, the Program Manager will ensure high quality training and development for AmeriCorps members and Program Coordinators. Use data to inform decision making and performance goals.
* **Partner Management:** Build, and support team members in building, strong partnerships with school officials and peer programs in the community. Facilitate effective collaboration that opens up valuable resources and opportunities for students and staff or advances a community-wide college-going culture.
* **Supervise, Train and Support Program Staff and AmeriCorps Members:** Manage the day-to-day activities of the campus-based high school program team in Minnesota. Supervise 4-5 Program Coordinators. In collaboration with the Director of College Access, oversee team training and development, including such activities as managing the training and curriculum calendars for Corps members and High School Program Coordinators. Provide effective feedback and coaching to Program Coordinators on their critical skills in meeting and training facilitation, results management, and effective supervision of young professionals. Oversee projects managed by Program Coordinators. Work with site and national program teams to ensure all AmeriCorps program requirements are being followed. Help develop and ensure that supervisors and program components live out organizational values of diversity and inclusion.

* **Evaluate, Track and Report on Progress:** Work with the Executive Director, Director of College Access, and National program team in the tracking, evaluation and reporting of College Possible programmatic progress on a day-to-day basis. Collect and analyze data that demonstrates student and program outcomes and use that information for program management and reporting to stakeholders.
* **Recruit Program Participants and Staff:** As assigned, provide leadership to engage organizational resources to recruit and select students and staff. Work with the National and Minnesota team in a joint effort to advertise, recruit, and select AmeriCorps members for upcoming year. Lead the team in identifying and selecting students to participate in the program for the coming year.

**Education/Certifications/Licenses:**

* Bachelors Degree Required
* At least three years related work experience demonstrating increasing level of responsibility
* Supervisory experience required
* Experience with AmeriCorps, VISTA, or other service programs preferred
* Familiarity with college admissions process including financial aid as well as project management preferred
* Strong computer skills, including demonstrated proficiency in MS Office Products

**Other Skills and Requirements:**

* Significant commitment to the mission of helping low income students admission into college and persist to degree completion
* Demonstrated commitment to diversity, equity, and inclusion work
* Excellent verbal and written communication skills across diverse audiences
* Strong attention to detail with the ability to prioritize multiple projects and deadlines
* Flexibility to work in multiple locations
* Demonstrated ability to use collect and analyze data
* Ability to recruit, select, and train qualified individuals
* Proven record of facilitation and collaboration with organizations and the community
* Ability to work occasional evenings and weekends

**What We Offer**

In addition to joining a committed, diverse, values-based organization, we offer:

* An opportunity for you to have a tremendous impact both internally and in the broader country
* a competitive salary commensurate with experience
* excellent benefits including complete health, dental, life, short-term and long-term insurance
* 401(k) retirement plan
* Encouraged sustainability through a generous paid time off program
* Personalized professional development and growth opportunities

**To Apply**  
Please apply at: [www.CollegePossible.org/careers](http://www.CollegePossible.org/careers) Include a resume and cover letter.