



A BETTER CHANCE

## **Assistant Program Manager, Community Affairs**

### **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 200 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 Manager of Scholar & Alumni Success, the Assistant Program Manager, Community Affairs will oversee initiatives and efforts that build community and success structures within the A Better Chance community. As part of this work, the Assistant Program Manager, Community Affairs will be responsible for the implementation and management of the new Parents-as-Partners (PAP) program and Scholar & Alumni Success Network. The Assistant Program Manager, Community Affairs will also serve as the point person for helping teams across the organization identify and connect with stand-out Scholars and families to meet organizational needs.

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

#### **Parents-as-Partners Management**

- Help design and execute the Parents-as-Partners (PAP) program in coordination with the Program Manager, Scholar & Alumni Success, and Development Team
- Manage PAP leadership across the country to execute core PAP programming
- Travel periodically to PAP groups across the country to ensure effective programming, and clear messaging has been accomplished
- Ensure parent volunteer numbers are tracked and reported to the Finance and Development teams
- Coordinate with the Schools and Placements, Preparation and Success, and Development teams to ensure their needs for parent volunteers and scholar speakers/participants are advertised and satisfied
- Work with PAPs across the country to execute regional events
- Design and execute in-person and web-based trainings for PAP members
- Design surveys and analyze data and feedback to iterate on the PAP core-programming model
- Build relationships with parents in major A Better Chance regions to leverage their networks and expertise
- Work with the Development Team to understand their goals for PAP and how to implement programming that satisfies those goals
- Field questions and inquiries from parents of Scholars and alumni about Scholar, family, and alumni experiences



### **Scholar & Alumni Success Network Management**

- Design and execute Scholar & Alumni Success Network programming in coordination with the Manager of Scholar & Alumni Success and the Development Team
- Design, and execute in-person & web-based trainings for Alumni & Scholars interested in participating in the Scholar & Alumni Success Network
- Build relationships with Alumni in major A Better Chance markets
- Work with the Development Team to understand their goals for the Scholar & Alumni Success Network.
- Oversee the three-year development and implementation of Scholar & Alumni Success Network
- Coordinate with the Schools and Placements, Preparation and Success, and Development teams to ensure their needs for alumni speakers/participants/mentors are advertised and satisfied
- Design surveys and analyze data and feedback to iterate on the Scholar & Alumni Success Network core-programming model

### **Management & Operations**

- Serve as the primary contact for parents & families of Scholars
- Assist in the management of the Parents-as-Partners, and the Scholar & Alumni Success Network budgets
- Participate in Interview Day, Summer Leadership Academy, New Scholar Orientation, Career Week, and Member School Fair days as needed.
- Read, evaluate, and score student applications
- Attend and assist with key Development events

### **WHO WE ARE SEEKING**

- A creative individual who can develop a vision and work others to iterate on ideas
- A person who understands the value of leveraging networks to serve others
- A person who has an array of interests in the education space
- A person who can manage people with various needs and address those needs with perspective
- An individual with experience working with parents and volunteers to organize events and execute programming
- 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 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
- 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!



## A BETTER CHANCE

- 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 an 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 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 [afuentes@abetterchance.org](mailto:afuentes@abetterchance.org). Please note **“Assistant Program Manager, Community Affairs – [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.