



Associate Program Manager, College Readiness - Scholar & Alumni Success

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

As the **Associate Program Manager, College Readiness** you will serve as a key member of the Scholar & Alumni Success Team. Your role will be to work with the Program Manager, Scholar & Alumni Success to develop a codified model for college readiness. You will work frequently with A Better Chance College Affiliates, support summer Scholar enrichment, facilitate group and individual college-readiness workshops, and plan large-scale college-access events (virtual, hybrid, and in-person) for both A Better Chance Scholars and families.

The position will require you to be flexible with hours and do what is necessary for the general function of the Programs Department. The position is a full-time, in-office position and based in New York, NY.

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

College Program Management

- Manage the execution of the annual A Better Chance Virtual College Fair
- Manage and further the development of the A Better Chance College Success workshop suite
- Track Scholar and Alumni engagement in college programming
- Assist in the selection of Scholars and Alumni to receive funding for enrichment opportunities
- Assist in management of A Better Chance partnerships when needed
- Serve as a primary contact for Scholar & family questions about college access
- Manage virtual college-readiness office hours
- Manage the execution of the A Better Chance College Affiliate Program
- Manage bi-weekly Scholar Newsletter
- Work with A Better Chance pre-college program partners to recruit and fund A Better Chance Scholars and Alumni
- Work with A Better Chance study-abroad program partners to recruit, and fund A Better Chance Scholars and Alumni

Programs Department Support

- Serve as a primary contact and organizer for corporate volunteers
- Participate in reading A Better Chance applications



A BETTER CHANCE

- Participate in Member School Fair days as needed
- Participate in Career Week as needed
- Periodic travel to support the Programs Department generally
- Support general Programs Department events as needed
- Other duties as assigned

WHAT YOU WILL NEED

- An understanding of when mission and service must be prioritized
- A love of group work
- The desire to lead by example
- A get-it-done attitude
- Curiosity
- An ability to listen and synthesize
- Flexibility
- Discretion
- A sense of humor
- Patience
- Ability to compromise

WHY IN-OFFICE

As an organization in service to others, we frequently ask those we serve what they expect from us. Since we view our students and families as our primary constituents, we pay special attention to what they tell us. **In surveying and listening to our students and families, we know they value and expect in-person programming, which requires us to be physically available to them when and where they need us.** Therefore, if you plan to apply for this position, please approach this role knowing that in order to prioritize our Scholars and families, you will need to be in both the A Better Chance Office and in the field serving others.

HOW TO APPLY

If you are interested in this position, please apply at [here](#). Please do not call the office to inquire about your application.

A Better Chance, Inc. is proud to be an Equal Employment Opportunity. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.