



Parent Coordinator, Preparation and 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.*

A Better Chance finds highly-motivated students of color and places them in over 200 outstanding independent and public schools across the country. Students who are accepted to and enroll in an A Better Chance Member School become A Better Chance Scholars.

WHAT YOU WILL DO

A Better Chance parents are key stakeholders in the A Better Chance community. Parents enter the community when they apply to the program for their child and then steward the community once their child is placed at an A Better Chance Member School. Ensuring parents are knowledgeable about the admissions process and have the tools to work within the A Better Chance community is vital to A Better Chance.

The Parent Coordinator will play a key role in placing A Better Chance parents on a trajectory for success both in the admissions phase of the A Better Chance program as well as once the parent becomes the parent of an A Better Chance Scholar. The Parent Coordinator will be responsible for working across teams and departments to develop parent-centered programming that communicates key admissions concepts, builds community, and empowers parents to work with A Better Chance to achieve its mission.

The Parent Coordinator reports to the Manager for Preparation & Success. This position is full-time and will be based in New York, NY.

Job Duties and Responsibilities

Program Delivery

General Parent Programming:

- Execute parent programming based on the A Better Chance parent programming model
- Work with the Preparation and Success Team and National Director of Programs to iterate on the A Better Chance parent programming model based on parent feedback and data
- Work with members of the Preparation and Success Team to develop and execute programming designed to help students be successful in the independent school admissions process
- Work with the Schools and Placements Team to understand key concepts they need parents to understand as they work with them through the independent school admissions process
- Work across A Better Chance departments to source parents who can help A Better Chance fulfill its mission
- Conduct pre- and post assessments that solicit both qualitative and quantitative data
- Work with the Recruitment Coordinator on recruitment initiatives that involve A Better Chance parents



- Serve as a point of contact for parent inquiries while parents are going through the independent school admissions process
- Create and disseminate the annual A Better Chance Scholar Directory
- Organize and host monthly Open House events in the New York City office
- Travel (20%) frequently to A Better Chance markets to execute and support A Better Chance programming

Parents-as-Partners Programming:

- Execute Parents-as-Partners programming according to the A Better Chance Parents-as-Partners model
- Establish Parents-as-Partners chapters around the country based on the Parent-as-Partners model
- Advise Parents-as-Partners groups across the country
- Organize and execute five A Better Chance Town Hall meetings per quarter with the C.E.O., National Director of Programs, and Manager for Scholar & Alumni Success
- Source parent volunteers for A Better Chance programming
- Work with the Development Team to involve parents in key fundraising events and campaigns
- Serve as the primary parent point of contact for the Programs Department
- Direct parents to the appropriate A Better Chance staff members based on their needs and situation
- Travel frequently (20%) to meet with Parents-as-Partners groups and execute A Better Chance community events

Programs Department Support

- Participate in reading A Better Chance applications
- 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
- An understanding of how to communicate with parents
- A desire to build relationships with parents
- Flexibility in work hours to execute programming for east coast and west coast families
- 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 email your resume and cover letter to careers@abetterchance.org. Please do not call the office to inquire about your application.