



Title: Program Manager, College and Career Readiness

Reports to: Director of Programs

FLSA Status: Exempt

Employment Status: Full-Time

Benefits: Healthcare, Dental, Vision, IRA, PTO

Salary: \$40,000 - \$55,000

Work Location: In-person

Resume & Cover Letter Submission: careers@neighborhoodlearning.org

Offer Conditions:

Hiring: Dependent on FBI, Child Abuse, Criminal Background, and mandated reporter training (Cost covered by the organization)

Work Schedule: Monday-Friday; some Saturdays (Saturday college courses and parent sessions)

Position Overview

The High School University (HSU) program is designed to address systemic challenges for low-income students and students of color accessing college level courses and career work related experiences while in high schools. The HSU programs provide high school students in the Pittsburgh region the opportunity to earn free college credits, participate in work related experiences, and receive college and career readiness support.

Under the supervision of the Director of Programs, the Program Manager works with the Director of Programs to ensure the management of student college and career plans, student caseloads, and student academic and work experiences. The Program Manager manages a caseload of students, worksite partnerships, student recruitment, programming activities, and reporting.

Our work culture is collaborative, student-centered, and community forward. Neighborhood Learning Alliance is looking for a candidate that can guide students towards creating college and career goals, manage community partnerships, increase work experience opportunities, meet deadlines, and mentor high school students and/or program graduates enrolled in their first and second year of college.

Job Responsibilities:

The essential functions include, but are not limited to the following:

- Ensure that the mission and core values of the Organization are put into practice.
- Plan and execute college readiness activities and events aligned with the program's values and learning objectives.
- Establish and maintain effective relationships with high school leaders, university and community partners.
- Recruit, mentor, and provide college and career readiness guidance to high school students.



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- Effectively manage a student caseload ensuring routine support. Conduct monthly check-in with students and establish student case file on personal/academic goals, progress monitoring, and workforce development experiences.
- Collaborate with students, parents, teachers, school administrators, or counselors to determine student college and career readiness needs and develop a success plan.
- Oversee tutors and assistant program managers and ensure compliance with HSU program objectives.
- Manage the college campus site during the summer months.
- Compile and analyze program data to inform areas of improvement and highlight program strengths.
- Monitor academic and social progress of the student throughout the program to graduation.
- Collaborate with the program managers to ensure deliverables are accomplished in a timely and cost-effective manner.
- Effectively manage through clear, direct, and respectful communication.
- Maintain and manage program data and systems (enrollment, attendance, school performance data, etc.)
- Support the Director of Programs with generating reporting for grants and board updates.
- Performs other duties assigned for which the employee is qualified and physically able to perform.
- Participate in fundraising events and other program events that advance the mission of the organization.

Qualifications:

- College degree preferred in social work, counseling, teaching; or nonprofit experience; or 3 years of equivalent experience for non-degree applicants.
- Preferred experience with Partner4Work and Learn and Earn program but not mandatory.
- Passion for serving the community and ensuring student success.
- Possess time management and organizational skills necessary to manage multiple projects.
- Proficiency with Microsoft Office/Google Workspace (Excel, Word, PowerPoint)
- Ability to troubleshoot and problem solve.
- Ability to work independently and collaboratively.
- Strong communication skills (written, oral, verbal, body language).
- Comfortable communicating with high school students and families (email, calls, text, video conferencing, in-person).
- Have reliable transportation or able to access college campus and partner sites.
- Experience working with diverse populations.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to



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40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



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