



College Access Program Manager – Mid Atlantic

Location: New York, New York 10004
Category: Education & Training
Education: Bachelor's degree
Type: Full time

Organization Description:

Let's Get Ready (LGR) is a dynamic and growing nonprofit committed to increasing college access and success for youth from historically underrepresented backgrounds. Harnessing the power and expertise of motivated college students, LGR guides and equips high school students through the college admissions process. Providing intensive SAT preparation and key assistance with college selection, applications and financial aid/scholarship opportunities, LGR fills a critical gap in college access support.

With the tutoring and mentoring power of almost 10,000 college student volunteers, Let's Get Ready has assisted more than 25,000 high school students through the college-going process since 1998. LGR's central office is based in New York City, but programs are run throughout the northeast with the assistance of a regional office in Boston. Overall, 92% of LGR students enroll in college. Let's Get Ready has expanded rapidly and is working to better support the large number of students in our program as they transition to and persist through college.

For more information, visit www.letsgetready.org

Position Description:

Position Summary: LGR is seeking a College Access Program Manager based in New York City to manage a caseload of approx. 4-5 College Access programs for high school students from historically underrepresented backgrounds in the Mid-Atlantic region. Reporting to the Mid-Atlantic College Access Director, the position is responsible for the coordination and supervision of LGR's SAT & college prep programs and is a great growth opportunity for an individual with initiative and a commitment to educational equity.

Position Responsibilities:

- **Program Implementation and Management:** Ensure high quality implementation of LGR programs, including managing relationships with senior administrators at high school, college and community partners; supervising college student staff and volunteers; and overseeing/performing administrative and logistical support functions.
- **Recruitment, Hiring and Training:** Recruit and hire college student Site Directors for program sites. Assist with volunteer college student Coach (tutors and mentors) recruitment and training.
- **Evaluation:** Oversee collection and reporting of evaluation data for assigned programs.

- **Building Support:** Represent LGR within the social service and college access communities.
- **Event Planning:** Assist with the planning and implementation of events like the summer Career Day, College Trips and Transition Workshop.
- **Technology:** Applicants should have a comfort level working with computers and basic computer applications. The position requires knowledge of MS Word, Google Documents, Power Point, and Excel.
- Perform other functions as needed.

College Access Program Manager roles are full-time. Frequent travel to LGR sites across New York, New Jersey, Pennsylvania and Connecticut, including occasional overnight visits, is required. Evening and weekend work is also required to coach and support college students on program sites and for training workshops.

Minimum Qualifications:

- Bachelor's degree and work authorization required
- 1-2 years of related work experience in youth agencies, volunteer management, public high schools, SAT preparation, college admissions, and/or a related non-profit
- Must be flexible, organized and have strong practical and coordination skills in creating the conditions for delivering programs effectively.
- Excellent oral and written communication skills
- Must be able to work occasional evenings and weekends for trainings and site visits
- Valid driver's license required

Preferred Qualifications:

- Master's degree in education, social work or a related field a plus
- Demonstrated commitment to education and teaching and/or college access
- Experience working as part of a team
- Experience managing college students and/or with near-peer mentoring
- Experience in student recruitment, program evaluation, and data analysis
- Experience serving diverse populations
- Experience in creating community connections

LGR is an equal opportunity employer and welcomes candidates from diverse backgrounds.

Salary: Low \$40's (commensurate with experience), plus benefits

How to Apply: Email resume and cover letter to Jordan Wesley, Mid-Atlantic Access Director, at careers@letsgetready.org. Please include "College Access Program Manager" in the subject line.