



**POSITION:**

College Access Program Manager, New England

**ABOUT THE ORGANIZATION:**

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented or denied access to college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, we have grown to serve approximately 15,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$4 million budget and a staff of 30, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. We plan to significantly increase the number of students served over the next three years; we are simultaneously focused on increasing the revenue and awareness necessary to support this future growth.

We use a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. Let's Get Ready engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid, and matriculation process. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. We then support their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. Our students are extraordinarily successful, graduating at five times the national average for students from low-income backgrounds.

For more information, visit [www.letsgetready.org](http://www.letsgetready.org)

**Position Description:**

Reporting to the New England Program Director, the position is responsible for the coordination and supervision of LGR college access programs. This person will manage multi-site SAT and college prep programs for under-resourced high school students in the New England region, with a particular focus on the Greater Boston area. This is a great growth opportunity for an individual with initiative and a commitment to educational equity.

**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.

- **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 as well.
- **Evaluation:** Oversee collection and reporting of evaluation data for assigned programs.
- **Building Support:** Represent LGR within the youth development and college access communities.
- **Event Planning:** Assist with the planning and implementation of events like the summer Career Day 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.

#### **Qualifications:**

- A genuine passion for and commitment to Let's Get Ready's mission
- Deep commitment to equity, diversity and inclusion and aligned in thought and action with [Let's Get Ready's Values and Behaviors](#)
- Belief that a diverse and inclusive environment will produce the most impact for our students; an ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- Bachelor's degree
- Experience volunteering or working in youth agencies, public high schools, SAT preparation, college admissions, and/or related non-profit
- Must be flexible, organized, and have strong practical and coordination skills to create conditions to deliver programs effectively
- Excellent oral and written communication skills
- Occasional weekend and evening trainings and site visits are required
- Ability to travel to current and potential sites throughout southern New England

#### **Desired Qualifications:**

- Experience managing college students and/or with near-peer mentoring
- Experience in student recruitment, program evaluation, and data analysis

#### **LOCATION:**

Boston, Massachusetts

#### **COMPENSATION AND BENEFITS:**

Salary and benefits will be competitive and commensurate with experience.

**QUALIFIED INDIVIDUALS, PLEASE APPLY:**

Please send resume and cover letter to [careers@letsgetready.org](mailto:careers@letsgetready.org), noting “New England College Access Program Manager” in the subject line. Please include your preferred gender pronouns and tell us how you learned about this role.

*Let's Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.*