



College Transition Program Manager

ABOUT THE ORGANIZATION

Let's Get Ready (LGR) is an innovative, growing nonprofit that provides students from low-income circumstances with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. Founded in 1998, Let's Get Ready has reached more than 33,000 students with 11,000 committed and highly trained college coaches working in partnership with schools and community-based organizations from throughout the northeastern United States in diverse communities ranging from Maine to Pennsylvania, New York, and Massachusetts. LGR operates with a staff of 25 out of its headquarters in NYC and a regional office in Boston.

Our programs harness the passion, dedication, and drive of near-peer mentors with strategic guidance by a seasoned professional staff who supervise all of our programs. Let's Get Ready's mentors are young adults who are either currently enrolled in college or recent college graduates. As such, they understand on a deeply personal level the academic demands, social concerns, and other outside factors that become roadblocks for students on their path to earning a college degree. Through these meaningful connections with their mentors, students not only have access to information about preparing for and navigating the college entrance process, they also gain the self-efficacy skills and a sense of belonging that will ultimately make them successful in earning a college degree.

Let's Get Ready's program happens in three distinct phases:

College Access offers high school juniors an in-person, on-site course that is designed to prepare students for taking the SAT exam and to provide them with an overview of the college admissions and financial aid process. **College Transition** addresses the needs of high school seniors throughout the application process and prepares students for entering college life. Students are enrolled in the College Transition program for support throughout their senior year and during the vulnerable period between college acceptance and attendance, when students with fewer resources and less knowledge about college life may fail to matriculate. **College Success** ensures that students complete their education within six years of entering college by providing them with critical resources, tools, and support systems needed to adapt to college life and succeed year-over-year.

LGR students are extraordinarily successful; of those who increased their SAT scores, the average increase is 96 points; and 86% of Let's Get Ready College Access participants enroll in college after high school, compared to 54% of their peers nationally and, of the first cohort that have received LGR's full program, 52% have graduated college in *four* years, which is well-above the *six-year* rate of 21% for students coming from a low-income background or who are first-generation-to-college.

ABOUT THE POSITION

The Transition Program manager will report to the Managing Director of Program Design and will oversee the implementation, management, and enhancement of Let's Get Ready's College



Transition Program. The Transition Program Manager will focus on increasing engagement in programmatic offerings for students in their senior year of high school and the summer prior to college enrollment. The goal of the Transition Program is to increase the number of LGR students matriculating to college.

Specific responsibilities include, but are not limited to:

- **Transition Coach Management: (50%)**
Trained college upperclassmen, known as Transition Coaches, support a caseload of HS seniors and assist them in navigating the college application and financial aid processes, connect them with resources and support systems, and provide positive reinforcement through remote supports such as text messages and phone coaching sessions under the leadership and guidance of Let's Get Ready. The focus of Let's Get Ready's research based design is to enable students to successfully navigate the path to college and matriculate successfully. The Transition Program Manager will supervise approximately 10 Transition Coaches. Management includes:
 - Recruit, hire, train, and support Transition Coaches
 - Track and drive student engagement and progress towards organizational benchmarks
 - Oversee and perform administrative and logistical support functions

- **Student Recruitment and Support: (30%)**
 - Lead student recruitment efforts for the Transition Program
 - Provide students with personalized guidance, information, and reminders through a two-way texting platform
 - Occasionally provide phone based and in person supports for high school juniors and seniors supporting them prepare for and tackle issues related to college applications, financial aid, and matriculation
 - Plan ongoing workshops surrounding transitioning to college, financial aid renewal, and scholarship information

- **Program Development: (20%)**
 - Assist in the development and refinement of new targeted programmatic interventions to ensure all students enroll in college
 - Consult with the Managing Director of Program Design around the creation of curriculum and enhancement of curriculum and training materials
 - Collaborate with LGR's Access and Success program team to ensure a strong student pipeline across all programs

Program Manager roles are full-time; occasional evening and weekend work is required.



CANDIDATE REQUIREMENTS

The ideal candidate will possess the following qualifications:

- A genuine passion for and commitment to LGR's mission
- 2+ years of related work experience
- Experience developing trusting relationships with and/or managing college students
- Demonstrates a solutions-oriented approach and an enthusiastic response to challenges
- Comfort working within an evolving program model
- Proven project and/or people management skills
- Belief that a diverse and inclusive environment will produce the most impact for LGR's students; an ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- Bachelor's degree required

COMPENSATION AND BENEFITS

Salary and benefits will be commensurate with the market and experience.

Let's Get Ready is an equal opportunity employer and welcomes candidates from diverse backgrounds.

HOW TO APPLY

Email resume, cover letter, and salary requirements to careers@letsgetready.org.