



SCHOLARS TODAY. LEADERS TOMORROW.

Emerging Leaders Program

Job Title: Program Manager, Core Program

Location: Hybrid; 50% remote/ 50% in-person (in the Bronx and Manhattan)

Reports to: Managing Director of Program and Strategy

About us

The Emerging Leaders Program (ELP) empowers South Bronx scholars from historically disenfranchised communities to attain fulfilling life-sustaining careers through professional skills development, trusted relationships with professionals, and career exposure in order to achieve economic mobility for scholars, and create a new generation of professional leaders.

About the role

The Program Manager, Core Program is responsible for overseeing the execution of ELP's afterschool core program activities to ensure they align effectively with the ELP's mission and the program's goals. The Program Manager will work closely with the Managing Director of Program and Strategy to plan and execute specifically on ELP's after school Core Program model. This includes working closely with ELP staff, Private Sector Sponsors, and Schools to implement effective and meaningful career-readiness programming to high school youth in the South Bronx. To this aim, the Program Manager will work closely with Bronx scholars in support of their professional and personal development in classroom settings, as well as design curriculum, collect data, and ensure overall program success.

What you'll do on the job:

Deliver Core Program Model (70%):

- Collaborate with the Managing Director of Program and Strategy and Program Coordinator to plan scope and sequence for semester based, after school program content



SCHOLARS TODAY. LEADERS TOMORROW.

- Support the recruitment process across schools to help recruit a new cohort of scholars each semester; alongside ELP staff, host information sessions and office hours, read applications, and select incoming cohort
- Be primary instructor of program delivery, including in-person and remotely over the course of the school year. ; plan and prepare for class time, create and refine decks, and deliver content in the classroom and remotely with the support of other ELP staff
- Plan and write new curriculum modules. Continue to improve, enhance, and refine existing ELP professional skills and work-based learning curriculum
- Recruit and organize volunteer professionals for “professional panels” component of program model
- Manage google classroom, keeping track of student submissions, providing feedback on student work, and posting regular updates for students
- Manage student participation and engagement in the program through direct communication (email, text, virtual meetings) with program participants; offer feedback on written assignments, follow up on student communication, and track student progress
- Maintain trackers, and conduct student pre and post program surveys to measure outcomes; improve upon current data collection systems and continue to build out creative ways to collect data around student progress
- Manage planning and executing on stipend assignment and distribution for each cohort of ELP students
- Support “Capstone Project/ Celebration Event” for students at the conclusion of each semester of programming with the greater program team
- Maintain relationships with students across cohorts; engage with students on the individual level, and act as a mentor and professional contact in student’s networks

Program Support/ Partnerships (30%):

- Engage with School Partners as needed to plan curriculum, manage student schedules, and provide feedback on student progress
- Support end of program summaries and data analysis on each cohort of ELP students for our school and corporate partners



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- Provide student data and core program updates as needed for grant-writing and development purposes
- Play a role in ELP achieving our short term and long-term goals as we continue to grow our program; engage in strategy conversations and implement changes as needed
- Support additional partnerships with local CBO's, Schools, Higher-Education institutions, and businesses when presented with opportunities to engage these entities in core programming
- Support other ELP programs (Fellows Program, Internship Program, etc.) as needed, especially when recommending core students for other programs
- Assist with other programmatic events as needed

Qualifications + Competencies needed for this role:

Hard Skills:

- 3-5 years of experience in program management in the nonprofit sector or teaching experience (less experience accepted if there is strong skills alignment)
- Experience working in learning environments with students and building creative and effective curriculum or programs preferred
- Comfortable working with various business and technology systems including G Suite, Adobe, Zoom, and HRIS systems
- Experience collecting and analyzing student data including conducting surveys, tracking student progress, and presenting outcomes

Professional Skills:

- **Clear communicator** with strong **problem solving** and **leadership skills**; can command a classroom of 30+ students in person or virtually, and feels comfortable speaking in front of large groups
- Takes **initiative** and can **manage time effectively**; doesn't require a high degree of supervision in order to complete the necessary tasks for the job
- **Creativity** and **strong writing skills**; excited about the opportunity to write curriculum and design new content for our program



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- Strong **organizational skills** and **detail orientation**; can manage competing priorities with a high level of execution, and an ability to review and catch issues in the details of processes
- The ability to **work across multiple teams** and interact with various stakeholders; will need to be able to communicate with students, school administrators, and professionals/volunteers effectively
- A willingness to **learn, grow, and adapt with us**; ELP is a young organization that is still growing and changing. This requires a degree of flexibility, and the ability to take things in stride when necessary

Compensation and Benefits:

- The compensation range for this position is \$65,000- \$85,000 based on experience and skills match.
- While ELP reserves the rights to change its benefits at any time, ELP currently offers a competitive and wide range of benefits to employees including:
 - Options for health, vision and dental insurance
 - Company sponsored life insurance
 - Flexible spending account
 - 401K retirement plan with generous employer match
 - Pre-tax commuter benefits
 - Generous time off after 1 month in the role; 20 vacation days, 10 sick days, and 10 paid holidays + 2 float Holidays per year

Location/Hybrid Work

We spend time meeting with our students in-person, collaborating as a team, and working closely with our professional and school partners in person when we can. During the school year, the program team meets in-person with our students 2x per week, as well as hosts events and meetings in person in the Bronx and Manhattan. We believe that our students and team benefit greatly from the connection that happens when we work and learn together face-to-face. Therefore, we require members of specific teams (including the program team) to live within commuting distance of the South Bronx and Manhattan.



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Commitment to Diversity, Equity, and Inclusion

At the Emerging Leaders Program, we are committed to attracting, developing, and retaining diverse talent from a multitude of backgrounds. We as an organization are committed to hiring talent at ELP who come from a diversity of backgrounds, with an emphasis on those who share the experiences and identities of our students. Ultimately our goal is to create an inclusive workplace and organizational culture that allows all members of our team to thrive.

ELP is proud to be an equal opportunity workplace. Applicants will not be discriminated against because of race, color, creed, ideology, sex, sexual orientation, gender, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws. All aspects of employment are decided on the basis of qualifications, merit, and organizational need. We encourage talented individuals of all backgrounds to apply.

Interested candidates should send a resume and cover letter to info@elpbx.org
We are ready to move forward when the right candidate is identified. Ideally, we would like to onboard our Program Manager by October 1, 2024.