



Position Description: Program Site Manager

School-based site Program Site Managers serve as college and career advisors for CCP students. This position will collaborate with and support the school's existing guidance program by serving as a resource for college and career information for students, parents, faculty and staff. Working with school counselors and principals, Program Site Managers help to facilitate access to postsecondary institutions for student participants, increase student and parent awareness of educational and career opportunities, and guide students through the college and career exploration and college application process. Specific duties include the following:

- Administering the College and Career Pathways curriculum with fidelity;
- Providing individual academic, college, and career advisement;
- Distributing tools to guide students through the college and career exploration process;
- Helping students select schools of interest and complete college applications (including essays);
- Helping students identify and apply for scholarships and financial aid;
- Assisting students and parents with interpreting and comparing financial aid packages offered by colleges and universities;
- Conducting or facilitating college and career-related workshops
- Supporting students as they register for the ACT and SAT, monitoring vouchers and fee waivers, and reporting trends in scores;
- Administering all assessments/surveys and helping to process resulting data;
- Coordinating the Career Mentorship Program at the site;
- Maintaining positive relationships with school representatives, college admissions offices, scholarship agencies, and corporate/community partners;
- Planning CCP Career Connection experiences;
- Coordinating college tours and visits from college representatives;
- Overseeing Class Leadership Committees and the Peer Mentoring Program;
- Maintaining all records and data on CCP students and entering appropriate information into the organizational database for ongoing accountability, formative and summative evaluations, and end-of-year reports.

Qualifications:

- Bachelor's degree in education, psychology, sociology, social work, or other related human service field (Masters degree a plus!).
- 4-5 years of related work experience
- Experience in staff and program management
- Good communication, organizational, and facilitation/presentation skills
- Ability to take initiative and work independently
- Ability to commit at least one full school year
- Experience working with populations similar to those served by CCP

Salary: \$36,000-40,000

This is a 10.5-month (August 15 through June 30) position (Employee will have a 1.5 month break from June 30th until August 15th)