



Program Manager, High School Job Description

Position Overview:

Horizons for Youth relies on the Program Manager, High School to create a strong community and provide high-touch support for families. The Program Manager, High School, will be the primary relationship manager for a portfolio of approximately 35-45 9th-12th grade students. Management of this portfolio of students will include regular communication with students, families, academic and social support and partnerships.

This position reports to the Senior Director, Program Services. This is a full-time position (40 hours a week) with HYBRID work requirement under a Be Present work policy. Some evening and weekend hours are required (one later evening a week and on average one Saturday a month). The position includes paid vacation and health, dental, and life insurance benefits, with 100% of employee premiums paid by Horizons for Youth. For the health insurance, HMO is 100% paid; PPO may require employee deductions.

Primary Objectives under our three pillar model of Academic Support, Family Partnerships, Community Network:

Academic Support:

- 1) **Academic Monitoring and Social Support (40%):** Support student academic progress, monitoring and social-emotional well-being.

Family Partnerships:

- 2) **Student & Family Relations (30%):** Foster strong, trusting relationships with students and work alongside families regarding successes and challenges, at home or in school.

Community Network:

- 3) **Partnerships (30%):** Facilitate and leverage partnerships to support the academic and social growth of students, including transition support for 8th and 9th graders.

Responsibilities for Primary Objectives

1) Academic Monitoring and Social Support

- Work with students to set annual goals for academics, personal and college/career that will push them toward their full potential.
- Communicate with each high school student over progress toward their goals/academic monitoring at least once a month via self-check in forms and additional phone, email, or in person meetings as needed.
- Track the progress of students in the Academic Tracker and Salesforce Database.
- Collect report cards, test scores and other academic records.
- Participate in design and execution of academic support programs as needed.
- Collaborate with the Director of Academic Support Services to:
 - Identify students who would benefit from academic tutoring and/or counseling.

- Assist the student/parent in signing-up and monitor progress.
 - Communicate with teachers of students who need academic interventions.
 - Support diverse learners throughout evaluation and service planning processes.
 - Coordination of High School Summer Activities
 - Identify student needs for summer and support students in accessing job, travel and other summer program needs by forging and managing partnerships.
- 2) **Student & Family Relations**
- Act as the primary case manager contact for a caseload 9th -12th grade students and their parents in communicating programming events/requirements, resources and ensuring their fulfillment of the contract.
 - Refer families to opportunities for customized support and referrals.
 - Track family needs and demographic information in Salesforce database.
 - Assist in creation of budget and manage budgets for programs or events you lead and track ongoing expenditures.
 - Lead communication strategy with high school students/families in caseload with ongoing email, phone, text communication.
 - Assist in and attend 9th-12th grade contract signings and annual contract review process.
- 3) **Partnerships**
- Mentoring Relationships
 - Monitor mentoring relationships via parent/student communication and observations. Participate in related meetings.
 - Community Events
 - Attend and support in task completion for applicable Horizons for Youth community events, according to job duties.
 - Develop and maintain a portfolio of partners aligned with assigned programs
 - Contribute to the professional and resource development of teammates
 - High School Workshops
 - Plan and execute 10 Saturday workshops in collaboration with Senior Program Manager, High School that focus on post-secondary, financial literacy physical/mental wellness.
 - Collaborate with Director of Partnerships and Advocacy to maintain portfolio of workshop partners.
 - Attend and execute all workshop logistics for 5 workshops with support of intern as needed: communicating with partners, invitations, RSVPs, pre and post surveys, set-up, clean-up; refreshments, transportation etc.
 - Lead incentives program and student voice committee.
 - Transition Support
 - Lead interview skills and Horizons for Youth High School Program workshops and interview process and acceptance for 8th graders
 - Lead 9th grade orientation and ongoing skill building workshops for students, parents, mentors in partnership with needed portfolio partners.



Additional Responsibilities

- Assist with relevant tasks related to financial management for the organization: track budgets and expenditures, responsible use of credit cards/direct payment methods
- Prioritize attending mandatory events (Back to School Picnic, On Cloud Nine, No Ordinary Evening, End of Year Celebration, etc.), and other events as required.
- Other duties as assigned.

Requirements

- Fully vaccinated for COVID-19 (one shot of J&J or two shots of Moderna or Pfizer).
- Bachelor's degree required; area of study in psychology, education or social work preferred.
- 3-5 years of work experience in teaching, counseling, social services, or nonprofit organizations with high school students.
- Strategic understanding of high school development needs, self-advocacy, and key behaviors necessary to learn for transition to post-secondary.
- Event management experience
- Excellent written and verbal communication skills.
- Understanding of and commitment to the empowerment of families from low-income areas and diverse communities (preferably in Chicago).
- Quality listening skills, empathy, and commitment to the Horizons for Youth mission.
- Considerable organizational skills, time management and interpersonal skills, cultural sensitivity and personal initiative required.
- Experience with Salesforce (preferred, but not required).

To apply for this opportunity, please fill out this [Google Form application](#). If you have a Google account, you will be prompted to sign in and upload your current resume through the form. If you don't have an account, please send your resume to meghan@horizons-for-youth.org.

Horizons for Youth is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Horizons for Youth does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Horizons for Youth is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.