



Senior Program Manager, Post-Secondary Preparation Job Description

Position Overview

Horizons for Youth relies on the Senior Program Manager, Post-Secondary Preparation to create a strong community and provide high-touch support for a portfolio of approximately 35-45 11th–12th grade students and their parents. Management of this portfolio of students will include regular communication with students, families, and program partners. This position also includes a focus on post-secondary preparation for 11th and 12th grade students. This position works in close collaboration and planning with the Senior Program Manager, High School.

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 and five mandatory Saturday community events). 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

Academic Support:

- 1) **Academic Monitoring and Social Support (60%):** Support student academic progress, monitoring and social-emotional well-being, including transition support for 11th and 12th graders.

Family Partnerships:

- 2) **Student & Family Relations (20%):** Foster strong, trusting relationships with students and work alongside families regarding successes and challenges, at home or in school.

Community Network:

- 3) **Partnerships (20%):** Facilitate and leverage partnerships to support the academic and social growth of students.

Responsibilities for Primary Objectives

1) Academic Monitoring and Social Support

- Work with students to set annual goals for academics, personal and post-secondary/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, including collection of report cards, test scores and other academic records.
- Participate in design and execution of academic support programs as needed.
- Collaborate with the Senior Manager of Academic Support Services to:
 - Identify students who would benefit from academic tutoring and/or counseling.



- Communicate with teachers of students who need academic interventions.
 - Support diverse learners throughout evaluation and service planning processes.
 - **Post-Secondary Preparation**
 - Plan, organize, and attend programming during the summer and school year evening and weekends that focus on life skills, social-emotional wellness, career exposure, and college visits/exposure.
 - Ensure students are prepared for the post-secondary application process (leading college visits, essay workshops, Common Application workshop, etc.)
 - Support senior students in creating a balanced college list by October 1st.
 - Regularly meet with students to provide advising on post-secondary planning, as well as to provide academic monitoring support.
 - Plan events such as Senior Shopping Day and interview shopping day events.
 - Manage any consultants that support post-secondary preparation.
 - Support parents in preparing for post-secondary and helping them manage the transition, provide on-going support with financial aid and other issues.
 - Support the transition of the mentor role from high school to post-secondary.
- 2) **Student & Family Relations**
- Act as the primary case manager contact 11th-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.
 - Create budgets and manage budgets for programs you lead.
 - Assist in and attend 9th-12th grade contract signings and contract review process.
- 3) **Partnerships**
- Monitor mentoring relationships. Participate in related meetings.
 - 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

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, Ice Skating Event, End of Year Celebration, etc.), and other events as required.
- Other duties as assigned.

Requirements

- Bachelor's degree required; area of study in psychology, education or social work preferred.
- 5-7 years of work experience in teaching, counseling, social services, or nonprofit organizations with high school students.
- Experience working in college access.



- 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 under-resourced neighborhoods (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.