



Hyde Square Task Force | Education Programs Manager

Hyde Square Task Force (HSTF) is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston’s Latin Quarter. Founded in 1991, HSTF now engages close to 600 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and

educational opportunities they need and deserve in order to be successful and that their voices and cultures are valued and celebrated in Boston’s Latin Quarter and beyond. Our work is guided by our mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

Position: The Education Programs Manager is a full-time position, reporting to the Deputy Director, and must work mostly on-site.

Position Overview: The primary responsibility of the Education Programs Manager is to manage the execution of the College Success Program and the education component of the Jóvenes en Acción (JEA) Program, ensuring all education goals for the programs are met. The Education Programs Manager manages the quality of programming to ensure the program is delivered in a consistent manner and obtains high impact results. The Education Programs Manager will also oversee program volunteer orientation and management for HSTF’s education programming. They will supervise one full-time Education Success Coordinator and one part-time Education Success Associate. Externally, the Education Programs Manager represents HSTF at meetings of allied organizations and coalitions, forums, and networks that reinforce and promote HSTF’s mission and programmatic goals.

Because of the changing nature of the COVID-19 pandemic, there will be a level of flexibility needed for this position as we may need to switch between in-person, hybrid, and/or fully remote programming.

OVERALL RESPONSIBILITIES:

- Create, oversee, and implement high quality and efficient education programming—built on best practices in the education and youth development fields, innovation, and sharing of resources—that supports youth in grades 8-12 so they can transition successfully to college or career pathways.
- Supervise a dynamic education programs team. Team includes: a full-time Education Success Coordinator and a part-time Education Success Associate.
- Ensure compliance with all funder and grant requirements for education programming, including: grant reporting, data collection on Salesforce database, etc.
- Ensure effective systems to track youth development and education outcomes; regularly evaluate program components to ensure that the requirements of funders are met and that outcomes measurements are produced that can be effectively communicated to the leadership team to drive program improvement.
- Continually monitor programs, education staff, consultants, and volunteers for quality assurance and relevance to state and national standards as well as best practices in youth development.
- Identify and cultivate community partners to create programming opportunities.
- Build partnerships with volunteers, community members, schools, institutions of higher education, and other organizations.

- Attend trainings, conferences, and community meetings relating to out-of-school time education programs and secondary education options and opportunities for high school-aged youth and high school graduates; support training opportunities for the education team.
- Facilitate Education Team meetings.
- Supervise education program staff.
- Attend and contribute to regular organizational meetings (e.g. weekly staff meeting, program team meetings, etc.)
- Take the lead in JEA/Education and College Success yearly planning and reporting.

Jóvenes en Acción (JEA)

- Review existing content—grade-appropriate curriculum with a focus on high school exploration and preparation, college exploration and preparation, career exploration, college admission process, and skill and leadership development, to develop strategies, make recommendations, implement approved modifications, and develop curriculum as needed.
- Oversee academic progress and support for all JEA youth.
- Maintain a functioning, safe, positive space (both in person and virtually) for youth, including ensuring that all needed spaces and supplies are available and maintained.
- Facilitate two grade levels of the education component (mentoring) of JEA during the school year and weekly workshops during the summer session.
- Oversee all volunteer mentor and tutor recruitment and management, including screening all potential volunteers, facilitating volunteer orientation and ongoing trainings, coordinating small group and one-on-one mentoring and tutoring matches, and facilitating volunteer check-ins, feedback, and survey completion.
- Coordinate educational and career opportunities for JEA youth (e.g. college trips, internships, career expos).
- Oversee MLK Scholars and SuccessLink components of JEA Summer Session.
- Continuously update HSTF Salesforce database in real time with JEA mentoring attendance, academic notes, one on one sessions, etc. to track youth data and progress towards both youth and programmatic goals.

College Success Program

- Review existing content, curriculum, coaching strategies, and research/evaluation to make recommendations and implement approved modifications.
- Actively recruit students and ensure that yearly cohort recruitment goals are being met.
- Oversee support for all College Success Program students to ensure college matriculation and persistence, and set students on the path to post-secondary success.
- Provide college campus office hours both in person and/or virtually for students attending UMass Boston, Bunker Hill Community College, Benjamin Franklin Institute of Technology, and other local colleges.
- Actively seek out resources for students such as employment opportunities, housing, and scholarships to ensure students persist in college, including working with HSTF Youth Support Coordinator.
- Develop and implement creative approaches for student engagement.
- Provide a minimum of two touchpoints per month for 1st or 2nd year college student to ensure college persistence.
- Continuously update HSTF Salesforce database in real time to track student data and progress towards both student and programmatic goals; generate reports as needed.
- Develop and facilitate all workshops and activities for the College Success Program.
- Represent HSTF at external monthly coaches' meetings.

- Maintain partnerships with local high schools and colleges/universities.
- Represent HSTF and participate in all Success Boston meetings.
- Regularly update the master list of active College Success students a minimum of 2 times a year.
- Ensure that all College Success Program reports are submitted on time, including but not limited to: Success Boston, transition notes, end of session reports, etc.

The above is not an exhaustive list of every duty and responsibility required. Other duties may be assigned.

Qualifications:

Experience

- Five or more years professional experience, including culturally relevant curriculum and instructional design, K-12 teaching, staff and/or volunteer supervision, classroom and/or group management.
- Demonstrated knowledge of education theory and practice, especially current trends in project-based learning, equity & inclusion, etc.

Skills

- Demonstrated project management and evaluation experience.
- Ability to balance multiple priorities.
- Ability to work independently as well as part of a team.
- High level of computer literacy including Microsoft Office Suite, Google Suite, and Salesforce.
- Able to meet deadlines and ensure completion of projects on schedule.
- Experience with volunteer recruitment, training, management, and retention preferred.
- Ability to conduct meaningful program evaluations, interpret data, and communicate results.
- Demonstrable knowledge of barriers faced by low-income, first-generation college bound students, particularly BIPOC students.
- Extremely organized, reliable, punctual, accurate, and detail-oriented.
- Outstanding communication and interpersonal skills.
- Excellent written and verbal communication skills.
- Bilingual English/Spanish preferred.
- Demonstrated ability to work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Proven ability to work with efficiency, flexibility, and good humor.
- Ability to remain focused in the face of pressure, delivering against timelines without being intimidated by tasks/time limitations.

Personal attributes

- Must be passionate about HSTF's mission and impact.
- Spark, imagination, creativity.
- Commitment to equity and inclusion.
- Flexibility to work hours as program/organizational needs change (includes evenings and occasional weekends).

Education/Training

- Bachelor's degree required; Master's degree preferred in education or a related field; comparable work experience can be substituted.

Other

- Successfully pass CORI and SORI background checks.
- Must be authorized to work legally in the United States.

Salary: \$50,000 to \$65,000 commensurate with experience. Benefits include: medical and disability insurance, parking, vacation time, personal days, paid holidays, paid week off December 24th - January 1st, sick time, 403(b) program, and a supportive work environment.

How to apply:

Interested candidates should submit their resume and cover letter on or before September 16, 2022 to Educationmanager@Hydesquare.org. Please include the position, *Education Programs Manager*, in the subject line of the email. **No walk-ins or phone calls please.**

Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.