



High School Program Manager (Boston)

About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Leveraging a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training and coaching from professional educators.

Over the past eight years, 97% of our graduating students have matriculated to college, and 82% of them have persisted through their undergraduate years. On average, more than 70% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013. Breakthrough launched programming in its third city, Somerville, during the summer of 2018. As an independent 501c3 nonprofit Breakthrough Greater Boston is part of a national educational movement called The Breakthrough Collaborative working to improve educational outcomes for youth across 25 U.S. cities.

With a deep commitment to our mission, BTGB operates with the highest standards of integrity and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families and teachers. Our team is diverse, high-performing and dedicated. We continue to build an organizational culture that emphasizes our core values for every member of our community:

- **Spirit:** We cherish and embody the youthful energy and spirit of our students and teachers
- **Continual Learning:** Everyone in our community has something to learn and something to teach
- **Team Together:** We all chip in to accomplish whatever is needed for our teammates and the broader organization
- **Student Centered:** Our students are our first priority and our decisions center around what benefits our students
- **Equity and Opportunity:** We value diversity of identity, background and thought. We treat everyone with dignity and respect
- **Excellence in Everything:** We maintain high expectations for ourselves

Breakthrough Greater Boston encourages individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that diversity in every way.

We welcome and encourage all qualified applicants who share that same vision, as we wish to engage all those who can contribute to our work and this mission.

The Opportunity

Breakthrough Greater Boston is currently seeking a High School Program Manager (HSPM) for our Boston Campus to guide Breakthrough's students and families during the high school portion of their six-year Breakthrough journey. The HSPM will be the primary staff member responsible for advising and supporting 9th–12th grade students as they work towards their academic and college-related goals throughout high school. The right candidate will bring a passion for advising young people academically and social emotionally as they navigate their path to college. They will blend data-informed case management and effective relationship building with schools and other partners in order to identify, track and follow up on the unique supports needed by individual students to help them achieve their goals. The HSPM works closely with other members of a dynamic thirteen-person Program Team and reports directly to the Senior Director of High School Programs.

Position Outcomes

A successful High School Program Manager will:

- Develop and maintain meaningful relationships with BTGB's 9th–12th grade students, supporting their academic and personal growth as well as their social emotional well-being
- Maintain positive, regular communication with students' families, nurturing healthy, trusting relationships and collaboratively ensuring students' success
- Demonstrate persistence and creativity in outreach to students and families with the ultimate goal of helping students stay connected and engaged throughout their Breakthrough journey
- Oversee the development and implementation of high school programming that is informed by research, partner school offerings and the needs of our Boston students
- Collaborate with other Program Team members to create a seamless layer of support for students and families during Breakthrough's six-year program

Your Contribution

In this exciting role, you will be responsible for the direct services and supports for Breakthrough's 9th-12th grade students and families at our Boston campus. Specifically, you will:

Student and Family Support

- Serve as primary advisor for caseload of approximately 80 students at BTGB's Boston campus; provide consistent, tailored support during one-on-one interactions, monthly school-based meetings and throughout BTGB's programming
- Champion students by nurturing individual student strengths and providing timely, appropriate interventions and resources as needed to ensure students are safe and successful
- Build strong relationships with families through individual conferences, presence at BTGB events and regular phone and email contact throughout the year
- Oversee students' transition from 8th to 9th grade and from high school to postsecondary options

Program Management

- Work in collaboration with fellow program staff to plan and oversee Leadership Academy, a six-week summer program for rising 9th grade students that helps students build academic and leadership skills as they transition to high school
- Actively research and maintain knowledge of summer and school year opportunities for high school students; connect students with opportunities that match their unique interests and needs as part of Breakthrough's Summer Exploration and Opportunities Program
- Plan and execute field trips to bring student cohorts together and expose students to different career, college and cultural opportunities in the Boston area

- With guidance from the Director of College Access Programs, oversee test prep, college application and financial aid supports for 11th and 12th grade students
- Create new programming as appropriate to further our vision of every Breakthrough student having the skills and knowledge needed to attend – and be successful in - college

Partnership and Data Management

- Maintain positive, frequent communication with partner school staff members as well as representatives from other local youth serving organizations to collaboratively ensure our students' success
- Conduct guidance counselor check-ins each semester to further inform individual supports for students and identify additional enrichment opportunities
- Oversee collection and analysis of student academic records including report cards, progress reports and Individualized Education Plans
- Ensure accurate and effective data collection and analysis through the daily use of our Salesforce student database to inform programmatic decision making and advance students' success

Your Background and Qualifications

As the incoming High School Program Manager, you will possess many, though perhaps not all, of the following characteristics and qualifications:

- Passion for the mission of BTGB, closing opportunity gaps and training the next generation of urban teachers; prior experience with Breakthrough a plus
- At least 3 years of experience with and excitement for working one-on-one and in small groups with traditionally underserved high school students
- Team player who demonstrates a positive attitude, energy and dedication to collaboration
- Outstanding interpersonal skills with students, families and educators, including a great sense of humor
- High level of comfort with organizational growth and programmatic change
- Desire to become part of Breakthrough's three-city community and to immerse oneself in the Boston Campus
- Commitment to the use of data to inform practice with young people; strong organizational skills and attention to detail
- Flexible schedule that allows for the ability to meet with students and families, including Saturdays and evenings
- Candidates of color and those from low-income backgrounds are strongly encouraged to apply as are those with fluency in Spanish and/or Haitian Creole
- Familiarity with Boston Public Schools a plus
- Bachelor's degree required
- Driver's license strongly preferred

How to Join Our Team

If you are interested in learning more about how your passion and experience can help Breakthrough meet its mission and grow its impact, please email a resume with a **thoughtful and targeted cover letter**, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, addressed to Ameer Naik, Senior Director of High School Programs, at jobs@btgbmail.org. We will only review applications submitted directly via email.

Applications will be reviewed on a rolling basis. Learn more about Breakthrough Greater Boston at www.breakthroughgreaterboston.org.