



Summer 2019 Program Fellow Boston, Cambridge and Somerville

Breakthrough Greater Boston (BTGB) is a successful 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. Using 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 six years, 97% of our graduating students have matriculated to four-year colleges, and 82% of them have persisted through their undergraduate years. On average, more than 75% 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 summer 2013 and a third site in Somerville in 2018.

SUMMARY

The Program Fellow will gain hands-on experience in nonprofit management at a successful nonprofit. BTGB is seeking to hire one Program Fellow at each of its sites in Cambridge, Boston and Somerville. The Program Fellow will be supervised by a Summer Program Director.

RESPONSIBILITIES

- Supervise four-six Junior Teachers/high school interns and support them in managing program logistics
- Coordinate student assessment efforts throughout Summer Program
- Manage and analyze student data using tracking software
- Support on technology management throughout instructional time
- Serve as a substitute teacher as needed
- Monitor student engagement during clubs
- Create interventions to support students with successful homework completion
- Supervise homework support programming
- Participate and support at Community Meeting and Faculty Meeting on a daily basis
- Support daily systems such as: attendance, technology, meal times, recreation times
- Help plan and lead Friday special events

Please note that these are specific responsibilities. Your job may include a number of other tasks as well, as Breakthrough programs thrive on flexibility, creativity, and a willingness to pitch in!

QUALIFICATIONS

- Ability to maintain a high level of accuracy in all work; attention to detail
- Strong communicator (both oral and written)
- Organized individual who is able to manage both short-term and long-term projects
- Ability to make decisions independently combined with ability to work collaboratively
- Capability to thrive and take initiative in a success-driven environment with a commitment to high standards of excellence, responsibility, and accountability
- Demonstrated passion for the mission, vision, and values of BTGB; comfort and willingness to actively participate in the community
- Experience working with youth
- Experience in educational settings a plus
- Bachelor's degree or equivalent experience preferred

LOGISTICS

The three Breakthrough Greater Boston sites are located at the Cambridge Rindge and Latin School (459 Broadway, Cambridge), New Mission Collegiate Academy (655 Metropolitan Ave, Hyde Park) and Albert F. Argenziano School (290 Washington St, Somerville). At each site, the Program Fellow workspace will be in a busy, open office area with the permanent staff. The Program Fellow will be required to work Monday-Friday from 8 am to 4:30 pm for the duration of the Summer Program, starting teacher orientation weeks through evaluation week (mid-June through mid-August). The Program Fellow will also be asked to support at important evening events such as Kick Off, Family Night and Celebration.

COMPENSATION

The Program Fellow is a paid position, commensurate with experience.

APPLICATION PROCESS

To apply, please email your resume and a cover letter detailing your interest in Breakthrough Greater Boston and relevant skills/experience to jobs@btgbmail.org with the subject line "Program Fellow." We are reviewing applications on a rolling basis and will begin to fill positions as early as April, so it is best to submit your application as soon as possible.

For more information, please visit www.breakthroughgreaterboston.org.

Candidates for employment and employees are considered without regard to race, religion, color, sex, sexual orientation, national origin, disability, citizenship, military status, gender identity, genetic disposition or carrier status, marital status, or any other characteristic protected by federal, state, or local law.

Thank you for your interest in Breakthrough Greater Boston!