



## Summer Program Fellow Boston, Cambridge, and Somerville Campuses

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### ORGANIZATIONAL OVERVIEW

#### 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 and a third site in Somerville in 2018. As an independent 501c3 nonprofit, Breakthrough Greater Boston is part of The Breakthrough Collaborative, a national educational movement 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.*

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## **THE OPPORTUNITY**

Program Fellows will gain immersive programming experience at a successful nonprofit. BTGB is seeking to hire Program Fellows at each of its sites in Cambridge, Boston, and Somerville. At each campus, Program Fellows will be supervised by a Summer Program Director.

## **YOUR CONTRIBUTION**

- Supervise four-six 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
- Support and/or facilitate socio-emotional learning activities and interventions
- Participate and support at Community Meeting and Faculty Meeting on a daily basis
- Support daily systems such as: attendance, technology, mealtimes, 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!

## **YOUR BACKGROUND AND 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, Somerville High School, or one of our six amazing partner schools in Boston. 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 7:30 am to 4:30 pm for the duration of the Summer Program (with a 30-minute lunch and two 15-minute breaks), 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 (June 29<sup>th</sup>), Family Night (TBD) and Celebration (August 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup>).

## **COMPENSATION**

The Program Fellow is a paid position. The hourly rate is \$17.20/hour. Lunch and break times are unpaid.

## **HOW TO JOIN OUR TEAM**

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](mailto:jobs@btgbmail.org) with the subject line "Summer 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](http://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!**