



# HEAF 30

HARLEM  
EDUCATIONAL  
ACTIVITIES FUND

## **Position: Brooklyn Program Manager**

**HEAF** is a comprehensive educational enrichment and youth development organization that works to help motivated students develop the intellectual curiosity, academic ability, social values and personal resiliency they need to ensure success in school, career and life. HEAF identifies students in middle school and supports them until they have successfully graduated from four-year colleges through a variety of after-school, Saturday and summer educational and youth development programs. The Brooklyn Program Manager is responsible for coordinating services for middle school and high school students.

The HEAF- Brooklyn Program Manager will be responsible for supporting the daily operations of programming at HEAF's Brooklyn expansion site and report directly to the Director of Programs.

### **HR & Staff Development**

- Collaborate with HEAF's Director of Programs to identify, recruit, and hire qualified staff to create and deliver curriculum for Fall, Spring and Summer Quest programming
- Supervise Brooklyn Program Coordinator and all part-time staff including teachers, teacher assistants, tutors, interns, and volunteers
- Develop and lead the instructor and tutor orientations
- Supervise, observe, and provide feedback to teaching staff to ensure that quality curriculum is being delivered in classrooms
- Coordinate and lead quarterly staff professional development workshops

### **Programming Planning and Management:**

- Support curriculum development for academic classes and enrichment electives
- Coordinate daily program activities, including monitoring of students and space, and class/activity preparation and dismissal
- Maintain strong and proactive relationships with HEAF Brooklyn students and families
- Support 8th grade students and families through their high school application process
- Handle student disciplinary issues
- Coordinate HEAF Brooklyn events, including, back to school barbeque, holiday party, game day, etc.
- Delivery of instruction in absence of teachers
- Develop a strong communication plan for families including: calendar updates, newsletters, and town hall meetings.
- Work with Volunteer Initiatives team to identify opportunities for external engagement, such as career days, site office visits, and tutoring needs

### **Community Engagement**

- Lead relationship with host site and existing HEAF@Brooklyn community-based partners
- Identify & cultivate additional community-based partners
- Serve as an ambassador for the program throughout the community by making presentations at school and community meetings

### **Visibility**

- Collaborate with HEAF staff to schedule and coordinate Open Houses and other awareness raising events
- Provide HEAF Communications Department with pictures, stories and information to post to HEAF social media accounts

### **Reporting and Evaluation**

- Manage site-wide data collection including attendance, academic performance
- Collect and review all progress reports and end of year transcripts for all students
- Serve as point person to provide HEAF Development Department with information for grants submissions and reports
- Work with Director of Programs and Director of Finance on annual budgets
- Other duties as assigned

**Job Qualifications:** First and foremost, the Brooklyn Associate Director must embrace the HEAF vision of transforming low-income communities into places where college readiness and college graduation are the norms.

Additionally, candidates must possess the following qualifications:

- Minimum 4-year college degree (Master's Degree preferred)
- Minimum 3-5 of teacher/youth development experience working directly to support students to excel academically
- Unflappable self-starter who has ability to effectively manage a wide range of tasks and projects
- Goal-oriented and strong commitment to meeting goals
- Exceptional communication skills, interpersonal skills, and organization skills
- Results-driven; commitment to utilizing data to take informed action
- Ability to initiate, foster and leverage contacts from diverse networks to achieve outcomes
- High level of self-awareness, humility, and emotional intelligence
- Computer skills: Microsoft Suite, Google platforms (Salesforce knowledge a plus)

### **Schedule:**

School Year: Tuesday - Saturday (Part time in Brooklyn and part time in Harlem)

Summer: Monday - Friday (Brooklyn only)

### **How to apply:**

Interested candidates should submit a cover letter, resume and three names of references to [spitari@heaf.org](mailto:spitari@heaf.org)

Please include "Brooklyn Program Manager" in the subject line.

No phone calls please.