

Brooklyn Erasmus Manager

HEAF is a comprehensive supplemental education and youth development organization that works to help motivated students develop the intellectual curiosity, academic ability, social values and personal resilience they need to ensure success in school, their careers and life. Using a variety of after-school, Saturday and summer programs, HEAF identifies scholars in middle school and supports them until they are admitted to and graduate from four-year colleges.

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

HR & Staff Development

- Identify, recruit, and hire qualified staff to create and deliver curriculum for Fall, Spring and Summer Quest programming
- Develop and lead 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
- Oversee all aspects of the 6th-12th grade programs including program design development, assessment and implementation
- Design, oversee and track the college application process for seniors
- Secure appropriate enrichment and accelerated curricula in 21st Century learning and service learning
- Advise students around creation of college lists and best fit options
- Support students through the college application process
- Guide students with post-secondary and vocational interests through research and the application process
- Work with students to develop skills such as organization, time management, and effective study habits
- Help students set realistic academic and career goals and develop a plan to achieve them
- Deliver successful transition workshops such as financial aid/financial literacy, college 101 (what is a syllabus, selecting college courses, writing a college paper, finding resources, etc.), scholarships, mental health, and post-college options
- Lead transition of high school seniors in the Spring Cycle and weekly summer workshops between their senior year and college to prepare for college persistence and success.
- Manage and track program budget expenditures

Student Management

- 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.
- 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
- Other duties as assigned

Job Qualifications:

First and foremost, the Brooklyn Erasmus Manager 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
- Minimum 3-5 of teacher/youth development experience working directly to support students to excel academically
- Unflappable self-starter who has the 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: Zoom, Microsoft Suite, Google platforms (Salesforce knowledge a plus)

To apply:

Email cover letter and resume to:

Email: Jobs@heaf.org

ATTN: Brooklyn Erasmus Manager