



College Quest Manager, High School Programs

HEAF is a 30-year-old education and youth development organization located in Harlem with recent replication sites in Brooklyn and Queens. We are poised for growth and innovation. We work with motivated students to develop their intellectual curiosity, academic ability, social values, and personal resiliency. Our core values: Achievement, Education, Innovation, and Leadership --- embody our work culture. Our goal is to transform the communities we serve in places where college readiness and college graduation are the norms.

Our College Quest (High School) program works with grades (9th- 11th grade), their families, and communities to provide academic and youth leadership enrichment through after-school and Saturday programs. College Quest integrates academic enrichment and experiential learning that begins the students' preparation for acceptance into the college or university of their choice. Through strategic programming, the College Quest Manager will create a programming portfolio that directly meets our scholars' needs. This may look like summer exposure opportunities, job shadowing, career days, college essay/planning workshops, etc. HEAF focuses our participants' long-term vision and offers them the tools, resources, and social-emotional support necessary to thrive in college and career.

Position Description: The College Quest Manager will be responsible for assisting in developing and implementing all high school programming. College Quest Manager will report directly to the Interim Director of College Quest.

Job Type: Full Time

Schedule: Academic Year 2020-2021 (Remote) Monday- Friday
July 1-August 31: Monday - Friday

Responsibilities include, but are not limited to:

Program Development and Implementation

- Co-design program initiatives with the High School team to meet existing and developing internal/external goals/contractual obligations.
- Oversee curriculum development and program planning to ensure horizontal and vertical alignment.
- Along with the Interim Director, evaluate short-term and intermediate program outcomes.
- Connect and collaborate with outside organizations to integrate programs and opportunities around peer education, employment, and enrichment to the high school program.
- Guide the planning and execution of social events and special activities in keeping with overall program goals.
- Support in creating and implementing programs that fulfill grant obligations across High Schools
- Where needed, assist in the facilitation of high school course offerings
- Assist in the planning and development of Summer Quest and Transition to High School.

Administrative & Data Management:

- Manage the program database; Salesforce
- Collect data and compile program reports.
- Support database management:
- Ensure timely entry for all program data.
- Monitor and report on student progress, academic performance, and attendance
- Ensure students meet HEAF academic/attendance requirements
- Generate written weekly program reports and other reports as requested by other departments
- Collaborate with high schools and parents to obtain student report cards and transcripts
- Assist the Interim Director with the strategic planning of the high school budget.

General Job Requirements:

- Bachelor's Degree and/or 1-3 years experience teaching, counseling, or working with adolescents in an educational environment
- Strong verbal, written, and computer skills are essential (knowledge of Salesforce is a plus)
- Bilingual (Spanish/English) candidates are highly encouraged to apply
- CPR certification preferred
- Outstanding collaborative skills and organizational skills
- Willingness to learn and utilize the progressive program and instructional models
- Familiarity with NYS Common Core curriculum