The Education Initiative at Big Brothers Big Sisters provides the resources and support our mentored youth ("Littles") need to achieve academic success. The Initiative offers wrap-around services directly to BBBS youth and leverages the mentoring relationship to support grade-level success and college and career readiness. Our programming includes workshops, academic coaching, SAT test preparation, and college tours.

RESPONSIBILITIES:

The Director of our College and Career Success program will plan and manage all aspects of BBBS of NYC’s College Success Program with a focus on supporting youth to persist through college. The role will include designing and implementing strategies and interventions as well as working directly with 1st year college students. To accomplish this, the Director will:

- Co-design and deliver programming for youth transitioning to college resulting in college enrollment; successful transitions to college; and persistence.
- Design and deliver academic resources for BBBS Mentors (“Bigs”) to support Littles’ academic/career transitions, including trainings, communications, and online resources.
- Develop and improve academic resources for parents.
- Provide direct support and resource referrals to students transitioning to college or career.
- Manage external partnerships, both seeking new partnerships and sustaining existing partnerships with colleges and nonprofit organizations.
- Develop and maintain relationships with key stakeholders, thought leaders, and strategic partners in the mentoring, education and youth development field to stay abreast of relevant trends. Collaborate with other education related organizations to expand education resource and referral network.
- Develop and execute communication strategies to reach, attract, and engage youth.
- With other agency departments, develop and utilize standard metrics and evaluation tools for all education programming, including surveys and primary source materials to analyze data, determine trends, improve programs and assess impact.
- Contribute to the development of funding proposals and reports.
QUALIFICATIONS:

- Master’s Degree in Education, Social Work, Public Administration, Public Policy or related field
- 3+ years in a department leadership role; proven leadership and organizational abilities
- Experience working with Colleges or Universities
- Knowledge of NYC Department of Education a must
- Organized professional with superior written, verbal, presentation, and computer skills, understanding of project management strategies, strong time-management skills, ability to work efficiently and effectively in a deadline-driven fast-paced environment
- Communicates well with diverse groups of people; ability to work effectively with parents and volunteer mentors
- Ability and willingness to work weekday evenings, select weekends and travel to local college campuses

HOW TO APPLY:

Please submit your resume and cover letter to bbbsresume@bigsnyc.org. In the subject please put “Director, College and Career Success”. Resumes submitted without a cover letter will NOT be reviewed. No phone calls please.