

Program Manager, College Access

College Possible – Texas

About College Possible

As one of the largest and most successful college access and success programs in the country, since 2000 College Possible has helped put more than 59,000 students from disinvested communities on the path to economic mobility via completion of a college degree. Its proven near-peer coaching model, delivered by recent college graduates serving as AmeriCorps members, provides high-touch interventions proven to help students navigate and overcome the most common barriers to college access, retention and degree completion. Nationwide, College Possible students are three times more likely to earn a bachelor's degree within six years than their peers from similar backgrounds.

College Possible is a growing nonprofit coaching students from low-income backgrounds to and through college to break the cycle of poverty and empower the next generation of leaders. Our model has earned national recognition: the inaugural Evergreen National Education Award recognized our leadership in increasing access to and success in college for students from low-income backgrounds. It also earns top-of-field results: a Harvard study found that the program more than doubles a student's chance of enrolling in a four-year college, and our students are four times more likely to become college graduates than their low-income peers. College Possible has a budget of \$33 million, more than 128 full-time employees and more than 321 AmeriCorps and VISTA service members. During the 2021-22 school year, we will reach an estimated 21,245 students in all 50 states, with the support of 169 partner high schools and 107 partner colleges.

College Possible is committed to diversity, equity and inclusion, and seeks to build a diverse workforce to create impact in partnership with the communities we serve. We welcome a diverse pool of qualified applicants. For each of its positions, College Possible is mindful about what best serves our students, and seeks to hire staff with relevant experience, skills and aptitude, and a commitment to the power of education. To learn more read our [Diversity and Inclusion Plan](#).

Headquartered in Saint Paul, MN, College Possible operates: regional sites in Chicago, IL; Milwaukee, WI; Omaha, NE; Philadelphia, PA; Portland, OR; and Seattle, WA; College Forward in Austin, TX; and has Catalyze partnerships in California, Iowa, Minnesota, New York, Ohio, and Tennessee. Learn more at CollegePossible.org.

Your Role as Program Manager College Access

The Access Program Manager helps coordinate College Possible programs by

supervising, training, and supporting a team of AmeriCorps Service Members (also called coaches) who work with high school students at our partner high schools.

Supervise, Train and Support AmeriCorps Members (30%): Duties include providing daily support, guidance, and oversight to AmeriCorps Members to ensure excellence in service and programming. Troubleshoot problems and issues as they arise, evaluate performance through one-on-one check-ins, team meetings, and monthly session observations, gather feedback, and work in partnership with other staff to ensure the highest quality of service to students, and AmeriCorps Members. Coordinate, prepare, and lead high-quality trainings and weekly meetings for Corps Members. Conduct midyear, end of term evaluations and ensure adherence to AmeriCorps service requirements.

Ensure Program Quality and Curriculum Fidelity (20%): Oversee the implementation of curriculum by coaches to ensure fidelity to our program model and meet key benchmarks. Ensure training and accountability of AmeriCorps members to support College Possible high school students. Utilize the coaching model and assertive advising to support coaches in helping students achieve important milestones. Ensure that needed resources are in place for coaches to support students and execute the program.

Evaluate, Track and Report on Progress (15%): Assume ownership and responsibility of school partner-level data collection, management and monthly data reporting to partner school liaisons and College Possible Austin leadership. Ensure student data is correct and up to date. Actively utilize student progress data and reports to regularly review with coaches to inform priorities and student engagement. Provide the Associate Director of Programs with site-based data for the weekly tracking, evaluation and reporting of student progress in key program areas. Use monthly data reports to inform site liaisons with information on student progress.

Project Management (10%): Collaborate with Programs Team on site-wide projects (such as student recruitment, training, family nights, Jr road trip). Take lead on at least one org-wide committee. Track tasks and deadlines, and compile data reports on results as requested. Participate in site working groups in lead or support role.

Other Duties as Assigned (10%)

What You Bring

Education/Certifications/Licenses:

- Bachelor's degree required.

Related Work Experience:

- Experience with AmeriCorps, VISTA, or other service programs
- Excellent communication, organization, and time management skills.
- Experience with data analysis and tracking.
- Minimum of one year of full-time work experience demonstrating increasing levels of responsibility.
- Familiarity with Salesforce.
- Experience in project management.
- At least one year of supervisory experience.

Computer/Software Skills:

- Strong computer skills, including proficiency in Microsoft Word, Excel, PowerPoint, Outlook and other Office Suite programs, as well as experience in database management.

Other Skills, Abilities and Requirements:

- Desire to work in a growing nonprofit organization.
- Adaptability, flexibility creativity, and commitment to excellence Desire to engage in diversity, inclusion and/or equity work.
- Flexibility to work in multiple locations. Time is split between the College Possible office and affiliated institutions.
- Access to reliable transportation required.
- Ability to multitask, meet deadlines, and handle potentially stressful situations calmly and appropriately.
- Demonstrated ability to work well with diverse types of people in a team environment.
- Strong commitment to the mission of helping low-income students earn admission to college and persist toward degree completion.

- Expected to embrace our Core Values of inclusive culture, student success, teamwork, impact and growth + innovation and have a significant commitment to the mission of helping all students earn admission to college and persist toward degree completion.

Physical Requirements

- Ability to lift up to 15 pounds when needed
- Office environment with limited travel
- Ability to stand and/or sit for a minimum of 7 hours a day

What We Offer

In addition to joining a committed, diverse, values-based organization, we offer:

- An opportunity for you to have a tremendous impact both internally and in the broader country
- a competitive salary commensurate with experience starting at \$48,080/year
- excellent benefits including complete health, dental, life, short-term and long-term insurance
- 401(k) retirement plan
- Encouraged sustainability through a generous paid time off program
- Personalized professional development and growth opportunities

To Join Our Growing College Possible Team

Please apply at: www.CollegePossible.org/careers Include a resume and cover letter.