



## **MY Project USA Employment Opportunity 2022 Assistant Director Education**

MY Project USA seeks professionals from diverse backgrounds, with a particular interest in those whose experiences match those of the people we serve in Columbus, Ohio, and surrounding communities.

MYPUSA is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**ROLE DESCRIPTION** The Assistant Director of Education for MY Project USA will help create and execute a vision-aligned strategy that provides ongoing resources, support and education-related exposure and options to eligible youth and adults in the Central Ohio region. The AD demonstrates a strong understanding of the complex realities and experiences of immigrants, refugees and at-risk youth navigating the education pipeline and how to support them as they develop the needed skills to be successful.

Specific duties include sustaining and growing existing program by hiring and managing various staff for different initiatives within the department, providing direct services to program participants in need of support, ongoing data collection and analysis of participant performance and partnering with education organizations to create support systems and networks for program participants. The AD should have experience managing and leading various teams of staff, mentors, and volunteers, coordinating partnerships across various organizations, college access and/or retention, coaching and mentoring youth—both 1:1 and in groups—and setting goals and measuring program success.

### **PRIMARY RESPONSIBILITIES**

- Help develop and implement a comprehensive exposure plan that provides resources and motivates program participants to fulfill commitments to progress through their pathway to higher education
- Support high school participants in navigating the postsecondary requirements for graduation
- Provide all participants with resources to help alleviate financial barriers in pursuing the higher education pathway.
- Drive engagement by providing consistent hands-on mentoring support, connecting to robust and meaningful resources and high levels of networking and partnership building
- Manage relationships with local education organizations to create opportunities for participants and build partnerships
- Provide regular reports to track and assess efforts to improve outcomes and accomplishments of participants through the collection of qualitative and quantitative data on participant progress
- Foster strong relationships and effective communication with participants, staff, and MYP leadership
- Use innovative approaches such as video, social media and blogging to document participant experiences that promote our quality programming, participant experience and pathway completion



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- Enforce all program policies and procedures to ensure safety the of participants and staff, and compliance with government agencies
- Ensure all programmatic aspects adhere to organizational and site mission and values
- Perform other duties as assigned
- Reports to Deputy Executive Director

### **PRIOR EXPERIENCE & COMPETENCE**

- Middle school, high school and/or college admissions experience
- Experience working with the college population and educational professionals
- Comfortable working in a fast-paced environment with shifting priorities
- Experience of and sensitivity to issues prevalent in refugee and immigrant communities as well as underserved communities of color
- Experience wit building and sustaining high quality teams
- Extensive knowledge of the college admission process in order to support aspiring college students and their families
- Savvy with various technological platforms and able to learn and adapt to new software
- Ability to utilize social media and other communication platforms as resources for program promotion and recruitment

### **PERSONAL SKILLS**

- Must possess strong, high quality leadership and organizational skills
- General knowledge of college counseling and college retention programs including financial aid, transfer processes, matriculation challenges and other barriers faced by low-income, first-generation college students
- Excellent communication skills, both oral and written, detailed orientated
- Ability to gather data, compile information and prepare reports, analyze data
- Consistent passion & drive for leadership and youth engagement

### **EDUCATION**

A Bachelor's degree is required. Prior experience as a high school guidance counselor is a plus

### **WORK DEMANDS**

- This position is a full time with benefits opportunity, in office; part time / flexible working arrangements will also be considered for the right candidate
- Must be able to work flexible hours based on the needs of the program, including but not limited to night and weekends; Priority will be given to candidates that can commit to a 12 pm – 8pm shift a minimum of three times per week
- Ability to perform physical activity that may be required during an in-person training or team building setting

### **SALARY**

- \$35,000 - \$45,000 per year full time