

# **EMERGE**

## **Manager of Learning and Design**

### **The Opportunity:**

Across the nation, only 8% of high-performing low-income students with the academic record and test scores to succeed at the nation's most selective colleges and universities ever submit an application to attend. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges & universities across the nation.

The **Manager of Learning and Design** will play a critical role in supporting the codification of a national curriculum and training model for our rapidly growing organization. Our curriculum is grounded in skill building that helps high performing and low-income students best navigate the selective admission process. As we embark on this organizational growth journey, we will work towards an EMERGE curriculum that also cultivates a sense of community and belonging for minoritized or underrepresented students. From addressing the logistical to socio-emotional parts of the college transition, the Manager of Learning and Design will help with the development of a more equitable curriculum that best serves young people.

### **The Work Structure:**

For the last year and a half, we have operated exclusively as a virtual organization —transitioning our entire program model from in-person after-school advising sessions and college trips to online virtual programming. The role of Manager of Learning and Design would help illuminate areas of growth and opportunity for EMERGE in the post-pandemic world to codify a sustainable and hybrid curriculum and training model.

### **The Role:**

In your role, you will work directly with the Director of Learning and Design to research, plan, design, and codify many of the core components that support the successful implementation of EMERGE's program model. This primarily includes: EMERGE's selective college preparation curriculum; program training modules; and key program tools and resources utilized by students and program staff.

If you are passionate about research and design, an excellent writer, a systems facilitator, and a strong relationship builder who is invested in expanding college access to students from low-income communities across the city of Houston, we are looking for you!

As the Manager of Learning and design, you will spend your time in the following ways.

### **Research and Planning**

- Conduct curriculum observations of Program Managers across all EMERGE districts to gather insight to inform future curriculum iterations, and conduct input conversations with program and district staff to inform curriculum direction and updates
- Connect with local district stakeholders about the efficacy of curriculum sessions to best honor the communities we work alongside
- Explore the current landscape of the districts we serve to ensure that curriculum is in alignment with our organizational goals and our student needs
- Recommend modifications to existing curriculum/program materials and create instructional activities that are rooted in the advancement of diverse, representative, inclusive, and equitable practices

- Help with the execution of long-term plans for updating curriculum and training modules and resources annually, as informed by student data and current national research
- Collect and validate student related performance data on an ongoing basis, in addition to submitting reports regularly as identified by the Director
- Participate in local or national professional development opportunities to be better equipped to serve peers and students in trainings and curriculum building

### **Curriculum Design and Development**

- With the support of the Dir. of Learning and Design, coordinate logistics for the planning, design, and development of EMERGE's selective college access content and assessments
- Collaborate with EMERGE program staff, college access professionals and other team members to develop student-facing curriculum content
- Work with graphic designers, copyeditors, and other creative services staff to produce visually appealing materials that enhance learning
- Help coordinate, plan and implement supplemental workshops and events that align with EMERGE's curricular scope and sequence

### **Training Design and Facilitation**

- With the support of the Dir. of Learning and Design, coordinate logistics for the planning, design, and development of EMERGE's training scope and sequence
- Support with design and facilitation of EMERGE's training modules
- Collaborate with and contract local and national professionals to facilitate sessions that are aligned with program priorities and organizational goals
- Participate in on-going professional development opportunities that will inform EMERGE's curriculum and training objectives

### **Program Tools Design and Codification**

- Research and develop a plan to organize physical and digital curriculum, training and program resources
- Work with program leadership team to design and develop program tools and resources that support the successful implementation of EMERGE program
- Update and catalogue EMERGE program tools and resources that support curriculum and training
- Meet a required schedule of deliverables and progress milestones to be determined and modified on an ongoing basis as informed by EMERGE's program priorities
- Craft feedback and communication systems that are "future-oriented" and "goal- aligned" in support of increased inclusion and efficacy within curriculum and training structures

### **The Person:**

#### Time Maximizer

- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for the time and commitments of others
- Self-starter, anticipates needs and able to take initiative when necessary
- Conscientious about priorities, displays good time management and positive attitude
- Drives systems that increase effectiveness and efficiency for a broader audience

## Intellectually Curious

- Approaches the work with a spirit of possibility and a commitment to enhance the curriculum to match the needs of those we serve
- Open to the possibility of not having all of the answers, yet, but working towards clarity whenever possible
- Explores, troubleshoots, and problem-solves around new topics that arise within the work through team collaboration and intentional research practices

## Innovative Contributor

- Shares informed new ways to approach the work that strengthen training and curriculum components at EMERGE
- Integrates new methods and frameworks into the work that our current curriculum does not include, should enhance, or should modify

## Team Player

- Listens attentively; works with others to resolve problems; clarifies or interprets complex information to validate understanding
- Ability to work independently and in teams
- Open to sharing ideas and expertise in efforts to improve and develop existing programs

## Detailed in Thought + Action

- Creates and is driven by a plan that outlines how time should be spent according to responsibility of the role, goals, outcomes and deliverables for the year
- Committed to accuracy and thoroughness when accomplishing a task
- Keeps track of all deadlines, tasks, and project milestones
- Crafts and implements communication plans within larger project responsibilities

## Relationship Builder + Community Builder

- Builds respectful working relationships and fosters a positive office culture
- Creates and maintains positive relationships with colleagues in our partner districts
- Willing and open to receiving feedback and sharing their own perspective in collaborative spaces that support the work
- Engages key stakeholders to gather input that will inform the design phase of a project
- Thinks strategically about how to communicate across multiple audiences

## **Ideal Candidate will have:**

- Bachelor's degree (required)
- Minimum of 3 years of work experience related to at least one of the following: teaching, curriculum design, or college advising (required)
- Exceptional writing skills (required)
- Exceptional interpersonal and communication skills (required)
- Direct teaching or training experience (preferred)
- Proficiency in Microsoft Office Suite + Google Suite (highly preferred)

## **Who we are:**

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a developmental, college-access organization changing the life trajectories of hundreds of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1000 high school students across three school districts. We also serve over 900 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Klein ISD and EMERGE Aldine ISD.

As the EMERGE's impact has grown, our nonprofit team has grown to 26 staff members. This team includes Spring, Spring Branch, Aldine and Klein Program Managers, our Curriculum and Training staff, the College Success team, and our internal business functions. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

**What we offer:**

At EMERGE we offer a competitive salary and benefits package.

**Compensation:** We provide compensation that takes into account each candidate's experience and responsibilities. Yearly increases are based on your contribution to the organization, the impact and scale of your role, along with external market factors. The salary range for this role is: \$55,000- \$70,000

**Benefits:**

- We offer Medical, Dental, and Vision insurance.
- Each employee has 27 Paid Time Off days for the year. EMERGE is closed for 17 holidays.

**Priority Deadline:** December 10, 2021 at 11:59 p.m. CST

**Start Date:** February 2022

**To apply, please visit:** <https://emerge-fellowship.breezy.hr/p/7feb1e5aca53-manager-of-learning-and-design>