

# EMERGE Program Managers

## **The Opportunity:**

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. 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 and universities across the nation.

Program Managers will support the implementation of programming designed to develop students throughout the college application process. The primary goal is to increase the number of students in Houston and surrounding areas who successfully attend and graduate from top-tier colleges and universities.

The ideal candidate for this role is a motivated educator and excellent relationship cultivator with a passion for college access. A minimum of two years professional experience is highly preferred.

**Start Date:** July 2022

**Salary Range:** \$55,000 – \$70,000

**Reports to:** Director of Districts

**Location:** Houston, TX (Hybrid)

## **The Role:**

As a Program Manager, you will spend your time in the following ways:

### EMERGE Program Implementation and Advising

- Implement all aspects of EMERGE Curriculum for 10th – 12th grade students through cohort sessions, 1-1 college access advising, and events.
- Coordinate and deliver student programming, including New Student Orientation and EMERGE Induction Retreat, college trips, and leadership development training workshops.
- Provide individualized assistance to students and families in the program throughout the college admission and financial aid application processes.
- Provide individualized support to ensure successful matriculation of all EMERGE Fellows to college.

### District Relationship Management and Support

- Collaborate with district and school staff to successfully recruit, select, and orient students to the EMERGE program.
- Manage relationships with district personnel and school leadership teams to ensure successful program implementation.
- Support in building college-going culture on campuses by collaborating with school-based staff to host workshops and events on topics that may include
  - Navigating the selective college admissions process
  - Financial aid advising
  - Course advising
  - Using Naviance and/or Common App portals with counselors
  - Promote the EMERGE program at school sites and support EMERGE with fundraising and outreach efforts

### Leading Initiatives

- Provide leadership on major program initiatives, including:
  - New student recruitment and orientation
  - EMERGE Induction Retreat
  - Summer College Tours
- Create, organize, and monitor plans to ensure successful implementation of the EMERGE program across various campuses and ensure all program goals and outcomes are met
- Support the senior EMERGE staff with curriculum evaluation, tracking, design, and enhancement throughout the course of the year
- Perform other job-related duties as assigned

**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 others
- Anticipates needs and can take initiative, when necessary, self-starter
- Conscientious about priorities; displays good time management and a positive attitude

Relationship Builder

- Builds authentic relationships with students and families to drive program implementation and outcomes
- Leverages relationships with students to consistently assess student needs and provide individualized support
- Actively seeks to build relationships with partners at high school and college campuses to influence program outcomes

Team Player

- Listens attentively, and works with others to resolve problems, clarify, or interpret complex information and to validate understanding
- Works well independently and in teams
- Open to sharing ideas and expertise in efforts to improve and develop existing programs
- Initiates collaboration with team members and other partners

Dynamic Leader

- Demonstrates accountability to the organization, supervisors, team, and school-based staff
- Possesses dynamic and effective teaching ability in the classroom
- Uses strong analytical ability and inductive thinking to devise new approaches to situations where previously accepted solutions have proven inadequate
- Demonstrates continuous learning by seeking new job-related knowledge and skills
- Thrives in a fast-paced environment, adapts to change, and responds favorably to feedback

**Ideal candidate will have:**

- Bachelor's degree (highly preferred)
- Minimum of 2 years of teaching experience
- Experience in college admissions/advising (preferred)
- Experience with Salesforce, Common App, and/or Naviance (preferred)
- Bilingual (Spanish or Vietnamese) ability (highly desired)

- Ability to analyze and interpret data
- Exceptional interpersonal skills

**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 thousands of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,600 high school students across five school districts. We also serve over 1,400 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 Aldine ISD, and EMERGE Klein ISD.

As EMERGE's impact has grown, our nonprofit team has grown to over 30 staff members. The staff includes our College Access Team, College Success Team, Program Assets Team, Finance, Operations & HR team, and Development Team. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

Note: This role will not work in Houston ISD. Positions on the EMERGE HISD team are HISD employees, follow a separate application process through HISD Careers website.

**What we offer:**

At EMERGE, we aim to enact our core value of "equity grounds us" within our compensation practices to ensure a competitive and equitable salary & benefits package for all employees. To determine salary; we consider each candidate's relevant experience, growth potential, and responsibilities within the role, as well equity across similar roles within the organization.

Our salary bands are established to accommodate growth within the role and varied experience levels at point of hire. Based on historical data, we anticipate most candidates will begin their time at EMERGE at the lower end of the salary band. Yearly increases are based on 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.
- We provide Short-term and Long-Term Disability insurance, along with Life Insurance.
- We offer a 403b plan that employees can opt into.
- Each employee has 27 Paid Time Off days for the year. EMERGE is closed for 18 holidays.

Please Note: EMERGE is currently undergoing a benefits analysis with the goal of enhancing our benefits offerings for all staff and new hires by August 2022.

Please apply to <https://emerge-fellowship.breezy.hr/p/548ced31919b-program-manager>