



High School Pathways and Career Explorations Manager | Job Description

Organizational Overview:

Steps to Success, Inc. (STS) is a 501(c)(3) organization and was founded as a public-private partnership to address the unequal academic outcomes of students living in Brookline's Public Housing. In collaboration with the Brookline Housing Authority (BHA) and the Public Schools of Brookline (PSB), Steps, Inc. provides individualized support and comprehensive services to students living in public housing. Starting in 3rd grade, Steps works with students and families so that students not only graduate but thrive academically in high school, matriculate in college, and obtain their college degree. We have a proven track record in narrowing the achievement gap between low-income students and their higher-income counterparts in Brookline.

Position Overview:

High School Pathways and Career Explorations Manager for STS is responsible for managing the Pathways and Career Explorations programs at Brookline High School. The High School Pathways Manager must work in collaboration with Steps staff, PSB staff, guidance counselors, college access programs, internship host sites, and other partners, to design and implement expanded high school programming that will lead to successful school, college, and career outcomes. The primary goal of the collaboration is to increase college matriculation and lay the foundation for continued success beyond high school. STS and PSB have developed a year-by-year vision for high school students that outlines academic, out-of-school time, and social-emotional goals. Within the partnership, Steps to Success, Inc., the nonprofit, focuses primarily on out-of-school experiences and alternative post-secondary pathways, while PSB takes the lead on academic outcomes. Both partners collaborate on college exploration, post-secondary planning, social-emotional skill development, and the transition to college. The High School Pathways Manager is a full-time position, reporting to The Director of High School and College and Career Success Programs. The High School Pathways Manager will work closely with the College Success Initiative Assistant Director.

Although the STS work week is Monday through Friday, 9 to 5, schedule flexibility is required based on the necessary timing of some high school events and STS programs.

Specific Duties:

- Design and implement the High School Pathways Exploration program for approximately 50 Steps 11th and 12th-grade students
- Collaborate with PSB on the High School Leadership Team, STS Advisory, and other school-based high school programming
- Lead and direct the Work Connections programs, overseeing the enrollment and success of approximately 40 Steps 9th-12th grade students in both school year and summer paid internship programs
 - Manage the student recruitment, enrollment, and onboarding process, including applications, interviews, and site matches
 - Make internship site visits and program observations as necessary
 - Administer timesheet collection and processing
- Partner with the College Success Initiative team to create a system of support and programmatic opportunities to guide Steps to Success students through exploring career and college paths after high school graduation
- Establish and maintain excellent communication and partnership with the PSB Steps High School team to ensure student eligibility, student support, and enrollment
- Develop and program after-school and summer programming for high school students to support college access and matriculation, with possible expansion to support transition into 9th grade
- Lead the mentoring program to connect high school students with career professionals
- Establish and maintain strong relationships with new and existing students, post-secondary opportunities, and internship site partners
- Provide career preparation and exploration support to students as necessary, including interview preparation, resume creation, internship searches, etc.
- Plan and implement, in conjunction with community partners and curriculum providers, professional development workshops and orientations for students
- Collect data to measure program outcomes, satisfaction, and assess student needs, maintain student records and data in the Steps Inc. database
- Ensure compliance with all grant-related requirements for programs, contribute to quarterly funding reports

Education and Experience:

- Bachelor's Degree is required
- Minimum of three years supervisory/managerial experience with educational enrichment, curriculum design, out-of-school time programming, and/or internship management
- Excellent computer literacy skills, particularly with MS Office Suite and Google Drive applications
- Knowledge of Brookline/Boston beneficial

Skills and Qualifications

- Demonstrated experience and knowledge of high school pathways, college access, and internship and/or post-secondary programs for high school-aged students
- A passion for K-12 education and a belief in Steps's mission

- Strong interpersonal skills
- Ability to manage multiple priorities and work under tight deadlines
- Ability to work independently and collaboratively on projects
- Excellent organizational, written, and verbal communication skills
- Detail-oriented, proactive, adaptable, and flexible approach to work
- Must have access to a car
- Ability to sometimes work flexible hours based on the timing of events and programs
- A sense of humor is a plus!

Compensation:

- \$52,000 - \$58,0000, commensurate with experience

To Apply:

Please apply by sending a thoughtfully worded cover letter and resume to Step to Success, Inc. at sts@stepstosuccessbrookline.org.

Incomplete applications will not be considered.

Steps to Success provides equal employment opportunities to all applicants and prohibits discrimination on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.