



Community to Career Pipeline High School Pipeline Manager

Hunts Point Alliance for Children (HPAC) is a non-profit organization transforming the lives of children and families in Hunts Point, a vibrant South Bronx neighborhood with significant opportunity to improve child well-being. Founded in 2006 in response to the low education outcomes of at-risk students in Hunts Point, HPAC pursued the bold mission of expanding the hopes and potential of the neighborhood and its families. The organization accomplishes this by nurturing children and youth along their path to college or career. Since its founding, HPAC has grown to become a central community leader and currently directly serves approximately 300 children across programs that target early learning all the way through college, in addition to working with all community school and child-serving organizations towards making educational success and post-secondary options available for all Hunts Point children.

In addition to direct service, at the community level, HPAC is a convener of the neighborhood's schools and community-based organizations, aligning their efforts, expanding opportunities, and leveraging resources to connect every family with much-needed support.

Job Description

HPAC is seeking a motivated High School Pipeline Manager to provide significant support to HPAC Scholars as they achieve milestones in their education. The High School Pipeline Manager ensures that both Scholars and their families receive the guidance needed in grade 8 to make informed decisions about the transition from middle school to high school. The High School Pipeline Manager also works individually and as a group with Scholars in grades 9 through 12 and tracks their high school progress, advising them through the years before they apply to college. Programmatically, the High School Pipeline Manager manages the mentoring program, which matches high school students with caring adults, and plans community service outings. The High School Pipeline Manager will be an integral part of the Education Counseling Team, and work closely with the Middle School Program Manager and Hunts Point College Advisor.

Responsibilities

HPAC's High School Pipeline Manager will be on the front line of achieving HPAC's strategic plan priority to increase the number of students in our High School Pipeline to 25 students per cohort by 2020. To do so, over the next three years HPAC will prioritize increasing the number of Scholars who transition from our 8th grade to high school and remain engaged in HPAC programming through college. The High School Pipeline Manager maintains individual relationships with Scholars and supports each one on their path to post-secondary success. S/he is a key part in educating the whole child, both academically and social-emotionally. S/he will be responsible for connecting with HPAC Scholars on the brink of high school transition period (grades 8), meeting with the Scholars and their families, advising the Scholars and developing their target high school list, and providing guidance on their final choices. The High School Pipeline Manager ensures the successful execution of HPAC programming from grades 9-12, meeting with

each student no less than four times each year and connecting with them as they engage in HPAC sponsored community service events and opportunities to be paired with mentors. S/he ensures the successful execution of the programs through recruitment, coordination, and outcomes.

Education Counseling Program Execution and Management

The High School Pipeline Manager will ensure the following Scholar activities meet recruitment and programmatic goals, and execute all logistics with Scholars and staff:

- **8th Grade Transition to High School:** All Scholars should be matched to an appropriately challenging high school that meets their personal academic and social-emotional goals
- **9th-12th Grade Student Counseling:** HPAC connects with each Scholar a minimum of four times per year to ensure each is on track academically and social-emotionally; connect students with interest appropriate city-wide programming; follow-up meetings are held to address needs for each Scholar; lead conversations with families in order to provide support.
- **Community Service** (grades 9-11, some 12th): High School Pipeline Manager will work with Scholars to identify meaningful service opportunities so that Scholars participate in 5 events per year, including 2-3 HPAC events.
- **Mentoring** (incoming 9th and 10th graders, building each year): In partnership with the Board Mentor Coordinator, Scholars should email mentors weekly; HPAC should arrange bi-monthly events with High School Pipeline Manager, who will oversee logistics of mentor training and recruitment, relationships management, and planning group mentor/mentee outings.
- **Mighty Quills** (grades 9-11, girls only): The High School Pipeline Manager will support the girls' writing program through recruitment and offering auxiliary support to the lead teacher.
- **Kenyon Young Writers Program** (rising 11th and 12th): Scholars are recruited and accepted to Kenyon College's summer writing program; HPAC ensures students and parents are logistically and mentally prepared for all aspects of travel to/from Kenyon College and workshop expectations. Hunts Point weeklong writing seminar, and HPAC writing schedule with Writing Teacher
- **Summer Engagement and Enrichment:** HPAC ensures that all high school-aged Scholars are connected to enrichment opportunities over their summer breaks, including jobs, internships, and programs.
- **College Transition Counseling:** The High School Pipeline Manager will partner with the HPAC College Advisor to ensure all Scholars graduate from high school and have a plan after graduation
- **Maintain Strategic Partnerships:** The High School Pipeline Manager will seek new partnerships and resources for our Scholars, particularly to connect them to summer and academic-year programs that build their experience. S/he will leverage partnerships to supplement our services beyond HPAC and open the Scholars and their families to opportunities within and outside the neighborhood.
- **HPAC Scholarship Program:** Under the direction of the Director of Programs, the High School Pipeline Manager will support the scholarship process. S/he will work with students to apply and meet program requirements.

We are looking for someone who is:

- Bachelor's degree in education or related degree required
- Bilingual in English and Spanish required
- At least two years' experience working with families and children; experience in large, urban school districts preferred
- Compassionate towards the children and families we serve, as well as his or her colleagues
- Great at building meaningful relationships with various stakeholders such as parents, school administrators, and community members
- Strong networking abilities
- Extremely organized and detail-oriented
- Creative and a problem solver that shows good judgment
- A strong and effective communicator who is comfortable conveying information verbally, in written form, and electronically
- Capable of creating and documenting systems and processes
- Is well-versed in Microsoft Office applications (Word, Excel, Publisher, etc.) and Google applications (Docs, Sheets, Drive, etc.)

Compensation:

Compensation range is within the low to mid-forties. A competitive benefits package is provided, including health benefits and a generous vacation policy.

To Apply:

Please send a cover letter and resume to mensah@hpac10474.org. Please note High School Manager the subject line..

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