

Job Title: Manager of College & Career Prep

Type: Full Time

Reports To: Chief of the Pathway to Post-Secondary Success

OVERVIEW OF TENACITY

Founded in 1999, Tenacity's mission is to improve the scholastic, character, and physical development of urban youth through a combination of academic instruction and tennis instruction/competition with a focus on life skills. With almost 200 students at more than 30 high schools, College & Career Prep (CCP) engages participants at the whole-group, grade specific, and individual levels. Our objective is to holistically meet the needs of each student, promoting their journey along a positive path to post-secondary pursuits and productive adult lives. As the College Prep team expands to meet the critical needs of Boston's youth, it offers a unique opportunity for a talented professional who understands the development of the whole child.

The ideal candidate will possess adeptness in managing multiple responsibilities, including oversight of programs, development of educational resources, and ensuring effective student engagement strategies. The successful candidate will possess strong relationship-building skills, crucial for liaising with schools and partners, and will be comfortable with daily travel for direct service delivery. Supervisory experience and a capacity for data management are also essential.

RESPONSIBILITIES FOR COLLEGE & CAREER PREP MANAGER:

- Responsible for staff of 3 Student and Family Support Coordinators
- Serve as a member of the Senior Leadership Team
- Offer bi-weekly supervision to staff
- Perform mid-year and end-of-year staff evaluations
- Review data entry for accuracy and consistency on a monthly basis
- Pull reports for feedback on student support and outreach
- Oversee and ensure the effective implementation of student engagement
- In partnership with Ace sites, plan/oversee High School selection process
- Manage calendar of services and events for school calendar year
- Build relationships with BPS staff and support CCP Coordinators in gaining access to students
- Manage the High School Scholarship program
- Support 12th grade advisor with process and plan around recruitment for Last Dollar Scholarship
- Manage curriculum for monthly meetings
- Develop and maintain resources for College and Career Prep opportunities for students
- Collaborate with Ace team with students transitioning, from 8th to 9th grade
- Create procedures and innovative ways to reengage students and maintain engagement with current students
- Point of contact for problem solving with CCP coordinators
- Point of contact for Tennis related activities and increase tennis engagement at the HS level

Student Engagement & Support (for students at assigned “Cluster” of Boston-area high schools)

- Development of mentoring relationships
- Persistent outreach/check-ins via phone, in person, and via social media
- Tracking of students’ academic performance and identifying/addressing obstacles to success
- Communication with high schools & community-based programs regarding “shared” students
- Coordinate, lead, and/or serve as extra staff for events, workshops & homework help sessions
- Assist in curriculum development, planning and facilitation of monthly student workshops for grades 9-11
- Recruit students to events and workshops
- Crisis Management (with regard to students/families)

Family Engagement

- Regular outreach/communication with parents/guardians
- A minimum of one family visit annually with each Tenacity student and their family
- Additional family visits for students struggling with truancy, academic failure, court involvement, and/or other high-risk circumstances
- Develop, recruit for, and facilitate (or bring outside resources to facilitate) parent workshops that strengthen parents’ ability to participate in and support their teens’ personal & academic success
- Serve as a liaison to build trusting relationships between parents and high schools. This may include helping to assist parents in minimizing language and/or cultural barriers
- Act as a resource for families/help identify additional services or support they may need

Miscellaneous

- Engage in diligent and comprehensive data collection of tracking of student data and your own outreach & student support
- Intensive team collaboration, including daily communication (written & verbal), a weekly team & management meeting, acceptance of resources and expertise offered by fellow team members, and participation in group efforts such as grades collection, newsletters, mailings, special events, etc
- Assistance with “onboarding” process:
 - Educate rising 9th graders and their families about the College Prep Program

Qualifications

- Bachelor’s Degree Required. Master’s Degree in Education, Counseling, Social Work, Youth Development, or a related field is preferred. Experience working effectively with a diverse population of teens and families.
- Belief in Tenacity’s mission and model.
- Ability to develop impactful relationships with students and families while maintaining professional boundaries.
- Experience in building and managing relationships with multiple stakeholders, such as partner programs and schools.
- A “do whatever it takes” attitude, including a willingness to travel around Boston daily and work non-traditional hours.
- Excitement about working as part of a highly collaborative team.

- Ability to think critically and find solutions to complex and challenging situations. Flexibility and the ability to adapt to last-minute changes and demands.
- Willingness to adhere to organizational and programmatic policies and procedures.
- Valid Massachusetts Driver's License required; daily access to a reliable vehicle is strongly preferred.
- Excellent verbal, written, and interpersonal communication skills.
- Computer/internet savvy, with proficiency in Microsoft applications (Word, Excel, PowerPoint).
- A balance of self-direction/initiative and humility/a desire to learn.
- Strongly preferred: Spanish or Haitian Creole fluency (written and verbal).

Compensation

- The salary for this position will be \$60,000 – \$70,000 per year.
- Tenacity offers a comprehensive benefits package, including robust healthcare coverage, to support our employees' well-being and financial security.

We are an equal-opportunity employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.