



**Position Title:** Post-Secondary Program Manager      **Date:** May 2023  
**Reports To:** Chief Program Officer  
**Classification:** Exempt      **Salary Range:** \$45,000-\$50,500

### **General Description**

Boys Hope Girls Hope of Colorado (BHGCO) Post-Secondary Program Manager is a member of the program team that guides motivated, first-generation college bound high school and college students on their pathways to graduation and beyond. Through year-round outside-of-school-hours programming including tutoring, career exploration, and campus visits, the BHGCO Academy Program creates a culture of college ambition and college preparation for secondary students. BHGCO high school enrichment also includes service learning, character education, and life skills training to promote positive youth development. BHGCO provides post-secondary students with academic, financial, and career transition guidance in addition to some scholarship funding. The team delivers programming that is nurturing, respectful, culturally responsive, and upholds the BHGCO values.

The Post-Secondary Program Manager is a direct-student-support (75%) position that includes administrative work (25%) related to data tracking, financial record keeping, communications, event organization, and resource acquisition and care. The Post-Secondary Program Manager collaborates with the team on design of college-preparation programming, collegian-support programming, and partnership building. The Post-Secondary Program Manager reports to the Chief Program Officer.

### **Major Areas of Responsibility**

#### ***Post-Secondary Program Management (general)***

- Assist Chief Program Officer in identifying and maintaining relationships with specific university support programs and professionals who will be key contacts for BHGCO collegians.
- Communicate with all collegians regarding group events, program notices, and opportunities.
- Maintain relationships with business partners who are hosting collegian interns.
- Assist with the recruitment, selection and training of college transition mentors and other volunteers for BHGCO when necessary.
- Develop and maintain relationships with program alumni.

#### ***Scholar Support (grades 9-12)***

- Provide college readiness workshops.
- Create and facilitate college guidance events, meetings, and activities for scholars and their families.
- Assist scholars with completing their Common Applications.
- Collaborate with BHGCO Academy Program Managers to lead campus visits and other college planning activities for high school students.
- Assist Academy Program Managers with college selection and financial options.
- Organize and plan campus visits with college representatives.

### ***Collegian Support***

- Maintain direct, individual communication with a caseload of approximately 60 collegians.
- Guide collegians through goal setting, transition plans, success plans, and scholarship application forms, including financial need calculation worksheets and budgets.
- Create intervention plans for collegians who are struggling academically, emotionally, or socially. Also, direct collegians to specific on-campus support programs available at their schools.
- Assist collegians in choosing internships and track their progress.
- Travel to campuses for in-person meetings on occasion (1-2 campuses per major Colorado university per semester).
- Maintain contact and a coaching relationship with collegians-on-leave who have plans to complete their degrees.

### ***Administrative and Record Keeping***

- Record data (transcripts, scholarship awards, etc.) and communication logs in the BHGHCO database; maintain current contact records; and organize physical files.
- Provide periodic reports to the Executive Director and Chief Program Officer with all information necessary to carry out their supervision, governance, and planning responsibilities. Program records include success plans, academic records, financial aid and scholarship records, assessment results, and other information as required.
- Ensure proper care, maintenance, and tracking of BHGHCO property, including vehicles, technology, educational supplies, and recreational equipment.

### **Critical Criteria**

Applicants must:

- Be at least 21 years of age.
- Minimum Bachelor's degree, Master's Degree preferred.
- Possess a valid driver's license and a good driving record.
- Certification in CPR and First Aid will also be required as a condition of continued employment.

Required competencies for success:

- Ability to set, measure, and implement programmatic goals.
- Knowledge of teaching and evaluation methods to interpret testing, college transcripts, etc.
- Proficiency in a variety of technology tools and social media platforms.
- Ability to communicate clearly and effectively with young adults and adolescents, parents and guardians, colleagues, college administrators and other audiences verbally and in writing.
- Ability to coach positive study habits; problem-solving skills; self-advocacy skills.
- Conversational fluency in Spanish is preferred, but not required.
- Flexibility to manage several projects and activities at the same time.
- Ability to track financials to budget.
- Ability to provide training, constructive feedback and supervision of volunteers.
- Professional work habits and dress.

### **Working Conditions**

The position is based primarily at the BHGHCO office location, with some occasional visits to our high school Academy locations (Aurora Central HS and Regis Jesuit HS). Some remote work is also negotiable. This position requires the ability to travel to area universities and events. Must be able to provide supervision to adolescents and young adults in a school, classroom, and community setting.

To Apply: [Upload Resume Here](#)