

## **PUENTE Learning Center College and Career Program Manager**

Reporting to the Vice President of Programs, this full-time position plays a key role in furthering PUENTE Learning Center's mission by supporting high school youth as they move toward graduation and into post-secondary education and beyond.

The College and Career Program Manager will lead our efforts of creating pathways towards college and through college and beyond for Los Angeles youth. This position will manage all aspects of our program including coordinating with partner school personnel and community partner organizations, overseeing instructors and their lessons, and implementing yearly program events such as college visits and guest speakers. The position requires project management, effective communication, and multi-tasking skills. The Manager will organize all data for end of year tracking and reporting and will have a varied schedule including Saturday hours in order to accomplish the program goals.

As part of the PUENTE team, you can expect to be part of a community-based educational organization deeply committed to enriching the lives of individuals and families in the Los Angeles area. PUENTE seeks talented people, from diverse backgrounds and experiences, who are motivated and devoted to community, service, and equity through recognizing and embracing the community's cultural wealth.

We want strong collaborators, skilled communicators and developed problem solvers who are comfortable in a culture of continuous learning and who are excited to implement innovative ideas and solutions in service to the mission of the organization.

PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+, from preschool to adults, including computer literacy, English as a Second Language, High School Diploma, a charter elementary school, and after school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, and serving over 95,000 students in our 35-year history.

### **Essential Duties and Responsibilities**

- Supervise College and Career instructors, providing guidance, coaching and feedback
- Manage the development of curriculum and teacher training of our programming
- Manage the organization of student information and demographics for our database, and all other aspects of our implementation plans
- Collaborate with VP of Programs in program evaluation and analyzing outcomes to improve model and service delivery
- Collaborate with team in developing strategies and access to resources that support parent engagement of college bound youth
- Contribute to planning and coordination of support services in areas of career exploration, academic support, personal guidance, life skills, and professional development
- Identify and coordinate strategic partnerships to bring in outside resources to deliver College Access subject-matter workshops, activities, tours, and other sessions
- Support team with special project components including a career fair and parent workshops
- Collaborate with team to provide scholarship, internship, and enrichment resources and opportunities
- Support team in tracking student progress toward achieving key benchmarks
- Track and organize outcomes and deliverables of program for grants and reports
- Perform other duties as assigned by the VP of Programs or CEO
- Collaborate with other staff/instructors on projects for the community

## **Qualifications**

- Dedicated to meeting the needs of students, fellow colleagues, volunteers, youth, parents and partners
- Ability to establish and maintain effective relationship with students, rooted in trust and respect; views her/his role as adding value to the experience of students through the mission of the organization, which is to empower the neighborhood through education; demonstrates high degree of flexibility and adaptability to address the needs of diverse student populations
- Effectively identify opportunities to advance program/project/organizational objectives, identify opportunities for process improvement, proactive problem solver, works with a positive attitude in collaboration with a team to move projects forward
- Demonstrate excellent written and oral communication skills; is able to communicate clearly and effectively with different levels of management as well as students and families; is a strong speaker with the ability to deliver effective presentations to diverse audiences
- Relate well to all kinds of people; use diplomacy and tact; an active listener
- Utilize time and the time of others responsibly and respectfully; identify and prioritize the critical elements of the job; problem-solves to ensure goal attainment; remain outcomes-focused; ability to effectively manage multiple priorities, strong attention to detail and ability to plan and execute projects; demonstrate strong task management skills
- Demonstrate commitment to continuous learning and sharing of knowledge to promote organizational development
- Understand that the ultimate goal of PUENTE is to produce positive outcomes for youth facing adversity; ability to communicate the PUENTE's results and outcomes empirically through data collection and analysis

## **Knowledge, Skills and Abilities**

- Bachelor's Degree required
- Bilingual proficiency required, English/Spanish
- 2 years of experience in project or team management
- 2 years of work experience in youth services and/or post-secondary work with a focus on serving low-income, first generation or undocumented students
- Demonstrated knowledge of higher-education and support services for youth and college students
- Experience and knowledge of case management
- Experience with program evaluation
- Proficiency with Google Applications, Microsoft Office applications (Word, Excel, and Outlook) and Canva

Job Type: Full-time

Pay: \$68,640.00 - \$71,000.00 annual salary

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at [tesa@puente.org](mailto:tesa@puente.org). No phone calls please.

Review of applications will begin immediately.