

Program Associate Director (full-time)

Overview of Coaching4Change, 501(c)(3):

Coaching4Change (C4C) empowers college students to ignite change in the next generation through near-peer mentoring. College students are recruited and trained to serve in under-resourced school districts to support school improvement initiatives aimed at increasing student engagement and improving school culture and climate. Over 60% of our college mentors identify as people of color and 40% as first-generation college students because we know representation in schools matters. C4C & school staff coach the college students, building a pipeline of diverse and talented future educators.

The Position:

The Program Associate Director (AD) will play a key role in leading C4C's vision and execution of our programmatic work while prioritizing student-centered values. As an organizational leader, the Program AD will support our program model to increase its effectiveness and impact, with a goal of placing over 150+ college mentors across 30+ MA & RI school partners in the 2023-2024 school year.

This is an exciting new role for the organization, representing an expansion of our Program Department and our commitment to growing operational infrastructure. The candidate will work collaboratively with team members across the organization and have a demonstrated track record of success on strategic, managerial, and hands-on levels.

What You'll Be Doing:

The experienced leader will directly lead our regional "Hubs" to include day-to-day operations and the program model's structure, processes, and evaluation.

Manage Hub Operations & Staff

- Provide oversight for program partnerships, site and mentor management, and training/technical assistance delivery.
- Work to improve and maintain effective internal operational and knowledge management systems.
- Hire, train, and supervise Hub Managers & teams, delegating responsibilities, supporting innovation and monitoring performance.

Training & Development

- Lead all training activities and develop content to enhance mentor & coach skills including: Mentor & Coach Orientation, Institute, Mentor Community of Practice and more.

Program Evaluation

- Lead the organization's collection, analysis, and reporting of data to inform decision-making, develop program success stories, and demonstrate program impact.
- Support the rollout of a new Salesforce CRM to support program evaluation, grant reporting, and other needs.

Programmatic Strategy

- Contribute to the development of work plans and budgets to ensure efficient and effective project management and reporting.
- Execute growth plans for scaling across existing hubs and developing new hubs.

Partnership Development & Management

- Support/Lead high-level partnerships with school district leaders, school boards, and community-based organizations.

Leadership & Collaboration

- Support special projects related to development, recruitment, marketing, and grant-work, as needed.

Who You Are:

- **Uniquely qualified.** You have experience working with K-12 students and/or young adults, work-based learning, mentorship, youth development, non-profits, or similar experience.
- **Progressive experience.** You seek out new challenges to expand your skillset, and have a proven track record of taking on increasingly important and complex responsibilities.
- **Effective leader.** You bring demonstrated success leading teams and coordinating resources to meet deadlines and deliverables.
- **Coalition-builder:** You are comfortable and skilled at communicating with diverse audiences and demonstrate cultural competencies with a variety of stakeholders including: students, college mentors, K-12 staff and school districts.
- **Self-starter:** You take initiative, are resourceful in solving problems, maximizing resources and are comfortable in a fast-paced, dynamic, and ever-evolving environment

C4C Values & Benefits:

We are **Impact Driven**. We **Think Flexibly**. We **Value Differences**. We **Embrace Change**.

- Flex paid vacation, holiday, sick, and personal time
- Health insurance
- Home office stipend
- Mileage reimbursement
- Professional development opportunities
- Off-site team community building time

And...

- A place where you can be creative, introduce ideas, and truly own your work
- Make genuine connections with the team, our college students and our school partners
- Know that you're making a real impact in the lives of students who need it most

Compensation & Relevant Information:

- \$65,000-\$75,000 annual salary
- Full-time, hybrid position with optional use of Taunton, MA office
- Frequent travel within Massachusetts & Rhode Island required

TO APPLY:

C4C strives to create an inclusive work culture that fosters a sense of community, values work-life balance, and is equitable. We recognize that people are more than what's on their resume and strongly encourage those of all backgrounds and perspectives to apply.

Priority Deadline June 2, 2023

Please upload your resume and a thoughtful cover letter to: [C4C Program AD Application](#)

Coaching4Change, Inc. is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender identity, religion, sexual orientation, ethnic or national origin, physical or mental disability, genetic information, age, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. C4C makes hiring decisions based solely on qualifications, merit, and business needs at the time.