



Cincinnati Youth Collaborative College & Career Success Manager

Position Title: College & Career Success Manager

Reports to: Chief Programs Officer

Job Function: Managerial oversight of the College & Career Success services of the agency, including AmeriCorps Ohio, Educational Talent Search and Gear Up Norwood. All operations will be managed and implemented according to each program's guidelines and requirements, as well as established best practices in the field. These operations include recruiting, training and management of staff; coordinating services with stakeholders at school sites; ensuring that program activities are documented and reported to funders and the agency; managing program budgets; coordinating the implementation of targeted activities for students and families; and evaluating the programs for continuous improvement.

The College & Career Success Manager is responsible for meeting operational goals and objectives, and keeping the organization informed of current research and information relevant to the program. The College & Career Success Manager will assist the Chief Operations Officer in representing CYC in the community and may help with special community collaboration opportunities.

Core Duties and Responsibilities:

- Manage and delegate appropriate responsibilities to College & Career Success services staff.
- Recommend new hires to Chief Program Officer, supervise, develop, train and evaluate staff progress throughout the year with year-end evaluation.
- Communicate program objectives and goals effectively with school personnel, families, referral agencies and other organizations on behalf of agency.
- Ensure the College & Career Success team meets every program's goals.
- Ensure that program services are performed in a timely manner with appropriate follow up as needed.
- Serve as a member of CYC's Program Committee and as lead staff for the Postsecondary Advisory Group.
- Coordinate and assist Development Department with communication content for students, families and schools.
- Manage evaluation and program data collection and interpret results for continuous improvement.
- Compile monthly data reporting as requested by Chief Program Officer
- Support Development Department with program data for reports as needed
- Assist in other programmatic functions as required, such as special events, to support the program.
- Assist Chief Program Officer in representing program to the community including collaborations, meetings and activities.
- Identify, evaluate and implements improvements to program.

Knowledge, Skills and Experience

- Master's Degree in Education and experience in public education, mentoring or youth related programs.
- Minimum of 2 years of managing teams or like experiences.
- Experience with volunteers and/or school-based programs with proven results.
- Proven success in working with diverse populations (students, parents, volunteers, school staff, and corporate representatives) in a variety of settings, including those from low-income and/or urban backgrounds. Ability to navigate and adapt to different populations based on their needs with professionalism and diplomacy.

Core Competencies

- Strong and responsive customer service skills.
- Ability to build an atmosphere of teamwork within team and be an organizational team player.
- Strong problem solving skills with ability to execute solutions.
- Ability to inform, persuade and inspire a team.
- Excellent organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities.
- A demonstrated commitment to diversity and inclusion.
- Strong interpersonal, oral, and written communication skills with excellent and timely follow through.
- Adaptable and reliable in conflict, crisis or changing priorities.
- Proven success in working with a wide range of diverse populations (students, parents, volunteers, school staff, corporate representatives) with varying backgrounds

CYC is an Equal Opportunity Employer

To apply:

Qualified interested candidates may apply in confidence by submitting cover letter, resume and salary range, as well as completion of the on-line application, to:

Janet M. Ziegler
Human Resources
hr@cycyouth.org

CYC is an Equal Opportunity Employer