

Youth Enrichment Services

Position Title: Manager of Academic and Mentoring Services

FLSA Status: Exempt

Level: Mid-level Management

Reports to: Executive Director

Youth Enrichment Services (YES) is a high-impact, innovative, community, and youth-driven organization whose primary mission is to empower youth through mentorship, education, and enrichment. As a 28-year-old agency, we are excited about our organizational history, legacy, and resiliency and are seeking highly qualified, highly motivated individuals to help us chart new territory and fulfill our mission.

As a Manager of Academic and Mentoring Services, one is responsible for overseeing all of YES' academic and mentoring programs during the school year and summer. This individual will work alongside multiple stakeholders to support YES students in meeting their personally-defined milestones to advance along their academic trajectories.

The role more specifically requires:

Academic Preparation and Enrichment

- Implementation of YES' All About Me Program which is designed to support students along their academic journeys
- Design, plan, and implement Afterschool Power Hours which include peer-assisted and university-supported tutoring and academic enrichment to students across all YES programs
- Design, implement, and oversee Summer Scholars program and curriculum

Academic and Crisis Intervention

- Develop school & home-base interventions in response to students' academic, personal, behavioral, or family needs

Mentoring Services

- Oversee gender-specific mentoring programs
- Develop and implement peer mentorship training and oversee mentor and mentee relationships
- Partner with Mentoring Partnerships of Southwest Pennsylvania to advance the organization's mentoring infrastructure and capacity
- Build and sustain partnership with Black Girls Equity Alliance
- Develop and foster relationships with students and families

Monthly Events

- Design, plan, and implement monthly Social and Cultural Outings, Wellcare sessions, and Family connection events across all programs

Data

- Manage and update Mentoring Partnership participant database
- Document academic service provision using case management system
- Manage student grade and attendance data across programs using city-span and other internal systems

Communications

- Develop and share internal weekly Mentoring Partnerships programming updates using the Loop platform

Recruitment and Engagement

- Assess student referrals and assign them to programs according to student profile and needs
- Recruit and onboard participants to engage in mentoring partnerships programming (academic enrichment and mentoring services)
- Oversee, manage, and implement recruitment processes for prospective Learn and Earn youth
- Develop engagement strategies to sustain and increase program involvement and attendance

Other

- Develop relationships and build partnerships with community and university stakeholders to promote programming opportunities and enhance program visibility and efficiency
- Leverage and cultivate resources
- Adhere to policies, internal and external deadlines, and proposed outcomes
- Develop relationships with school, community, and family stakeholders to support students' success and goal attainment
- Foster a safe and culturally relevant space for students' personal and academic development

Skills

- Technology Proficiency (Microsoft Office and in various software)
- Facilitation Skills
- Self-direction
- Collaboration Skills
- Exemplary Writing Skills
- Leadership and Management Skills
- Excellent Communication Skills
- Community Outreach Skills
- Curriculum Development
- Program Assessment

Credentials

- Bachelor's Degrees in Social Work, Psychology/ Sociology, Education/ Educational Administration, or a similarly aligned degree
- Experience developing program for youth who experience environmental and social risk factors
- Knowledge of Academic Preparation and Mentoring and Wellness Programming
- Former teaching experience preferred
- Current Pennsylvania Act 33/34 and FBI Clearances

Compensation

- Generous benefits package offered
- Compensation is commensurate with experience

Application

Please submit questions and the following information to dljones@yespgh.org:

- 1) Updated Resume
- 2) 1–2-page, single-spaced letter detailing ability to perform all job duties/ essential functions
- 3) Contact information of three professional references

Timeline

Posting will be available until the position is filled.