



## **Program Manager**

In 1995, PENCIL was founded with the goal of raising awareness about public education by inviting civic and business leaders into New York City public schools. From those early days to our work today implementing hands-on, immersive programs that open eyes, open minds, and open doors, PENCIL realizes its mission “to connect students to success.” PENCIL makes it easy for business professionals, educators, and students to work together - in schools and the workplace. Our programs, including virtual and in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day®, create targeted opportunities to make a real difference in the classroom and beyond. As an organization, we strive to provide students with access to the relationships, skills, and opportunities that support their success.

PENCIL is committed to creating a workplace that respects and values diversity, and to creating an inclusive environment for all employees. We strongly encourage candidates who represent the communities we serve to apply. PENCIL is an Equal Opportunity Employer and will make employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law. All employment is decided on the basis of qualifications, merit, and business need.

The Program Manager supports programming at PENCIL, a New York City-based non-profit working to connect students to success. An integral part of the PENCIL team, the Program Manager works both independently and collaboratively to effectively support an assigned network of School Partnerships, the PENCIL Internship Programs and other programmatic initiatives. The Program Manager also works across the organization on cross-functional projects, including representing and advocating for the organization and its mission in diverse settings. The role entails significant time in “the field” working with assigned schools and businesses located across New York City’s five boroughs. The position reports to the Associate Director of Programs.

### **RESPONSIBILITIES**

The ideal candidate will have experience in public education and possess strong facilitation and relationship management skills.

Primary responsibilities include:

- Creating strategic, goal-driven partnerships that address school needs while leveraging business partner capacity.
- Directing school leaders and business partners through the process of designing and implementing their partnership activities by assisting them with goal setting, developing and executing aligned activities, sharing best practices, and aiding in general troubleshooting.
- Facilitating student-facing sessions using college and career readiness curriculum
- Conducting regular site visits to both schools and corporate offices to provide direct support for business partners, school leaders, and students.

- Regularly collecting data to monitor the implementation and impact of PENCIL programming
- Maintaining detailed documentation of partnership goals and activities to help build program best practices and knowledge base.
- Participate in implementation of the PENCIL Internship program including executing a student recruitment strategy, leading student training and job preparedness sessions, matching students to internships, conducting site visits, and providing supports to individual students as needed.
- Supporting other programmatic activities throughout the school year and summer, including workshops, network events and the PENCIL Principal for a Day® activities.

The Program Manager will be expected to support cross-departmental work and engage the PENCIL Network by:

- Providing regular reports and status updates on PENCIL partners and partnerships
- Working closely with colleagues to recognize and engage partners to assist the organization's recruitment and development efforts.
- Contributing to cultivation and relationship management work as it pertains to the Partnership and Internship Programs.
- Creating opportunities to make connections and build a sense of community across networks
- Serve as an ambassador to the broader community of PENCIL partners and donors and attend events such as fundraisers, happy hours, external workshops, and networking events for school and business partners
- Other special projects as needed

#### **QUALIFICATIONS AND COMPETENCIES**

- Facilitation skills: interact effectively with various constituents, including school principals, staff and students as well as business leaders and professionals.
- Cross-Team Collaboration: a desire and willingness to collaborate with others across the organization.
- Relationship Building: Demonstrated expertise in developing successful collaborations between diverse stakeholders.
- High standards of excellence and a willingness to do what it takes to get the job done.
- Organizational, time and project management skills.
- Exceptional verbal and written communication skills.
- Demonstrated competency to work with diverse populations
- Commitment to PENCIL's mission and public education
- Adaptability to complete a high volume of varied responsibilities and thrive in a fast-paced setting, while working both independently and collaboratively
- Experience in a non-profit or public-sector environment with education or youth development preferred.
- Bachelor's degree or combination of education and experience in a similar capacity

**COVID-19 Vaccination is required for hire.**

#### **COMPENSATION**

Salary range for this position is \$60,000 – 63,000. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse/domestic partner and dependents
- A retirement plan with employer matching
- Commuter benefit and flexible spending plans
- Professional development stipend
- Annual paid time off for holidays, vacation and sick
- Short and long-term disability and paid family leave.

**TO APPLY**

Please email a cover letter and resume to [opportunities@pencil.org](mailto:opportunities@pencil.org) with the subject line “Program Manager”. Please include how you heard about the position for our tracking purposes. Applications will be accepted until the position is filled.