



## **Program Associate (PA)**

New York City schools are filled with students who have potential and ambition to go far and we envision a city filled with students whose opportunities match their ambitions. Since 1995, PENCIL has played a critical role in bringing together business professionals, educators, and students to open minds, open eyes, and open doors. PENCIL makes it easy for business professionals, educators and students to work together—in schools and the workplace. Our hands-on programs, including in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day<sup>®</sup>, create targeted opportunities to make a real difference in the classroom and beyond.

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.

PENCIL seeks an Program Associate (PA) to join our dynamic Programs Team. The primary responsibility of the Program Associate (PA) is to support the ongoing implementation and success of the PENCIL Internship Program. This full-time assists in the execution of and leads administration for PENCIL's summer youth employment program. The individual has a background in public education and/or workforce development with strong communication, relationship management, and project management skills. The PM will report to the AD of Internships.

### **RESPONSIBILITIES**

The PA is an integral part of the Programs team and will work to effectively support the Internship program. This individual is highly organized and excels at data management and systems. Specific responsibilities include:

#### **Student Onboarding**

- Support the coordination and execution of all student training and job preparedness sessions and related activities. This includes student outreach before and after training, tracking and documenting student and volunteer attendance, as well as reviewing student assignments.
- Support the coordination and execution of information sessions for students on required program processes such as document submission and payroll procedures.
- Review student application materials to assess readiness for PENCIL summer programs.
- Review and communicate with students to ensure the accuracy of document submission.

#### **Data Management**

- Enter and maintain programmatic data to support program implementation and ensure consistency across databases and tracking systems as required by PENCIL and the Ladders for Leaders program.
- Organize and maintain complete student files including application materials, resumes, communications, etc.

- Support DYCD audit at the close of the program year.

#### **Student Support & Communication**

- Conduct outreach and follow-up with students and respond to student questions throughout the application and programmatic enrollment processes.
- Maintain student facing communication portals such as PENCIL's chatbot, LinkedIn group, and relevant website sections.
- Work with Program Managers and the VP of Finance and Administration to support payroll.
- Manage logistics for other student benefits provided by DYCD such as metrocards.

#### **Other**

- Collaborate with team members across the organization to support the success of the programs.
- Participate in special projects and execute other assignments as assigned by the AD of Internships

#### **Requirements**

- 1-3 years of experience in education, workforce development, youth development, or similar non-profit organizations
- Passionate about PENCIL's mission and values.
- Highly detail-oriented
- Strong proficiency in Microsoft excel and word
- Experience managing large data sets
- Ability to effectively communicate with, engage, and support students aged 16-22
- A desire and willingness to collaborate in an honest and transparent manner
- Experience with databases such as Salesforce

**COVID-19 vaccination is required for hire.** The position is hybrid, but will be required to be in-office or in-person at times based on the work and team's needs.

#### **COMPENSATION**

Salary for this position ranges from \$50,000-\$55,000. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse or 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**

Visit [PENCIL's Application Form](#) to apply. Applications will be accepted until the position is filled. Studies have shown women and people of color are less likely to apply to jobs unless they meet every single qualification. At PENCIL we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. ***You may be just the right candidate for the role.***