



Associate Director of Programs

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®, 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.

The Associate Director of Programs (AD) will serve as the team lead for College and Career Readiness programs for PENCIL, a New York City-based non-profit working to connect students to success. The AD's primary responsibility is to manage and support a team of at least five Program Managers (PMs) in their execution of PENCIL's programs, particularly the School Partnership Program. The AD will ensure that PMs are fully equipped to deliver consistent and impactful programming; achieve programmatic and organizational goals; prioritize work effectively; and troubleshoot challenges in the delivery of programs. The ideal candidate will have a background in public education with strong team leadership and professional development skills. The AD reports directly to the Vice President of Programs and collaborates closely with the Associate Director of Development as well as the President.

RESPONSIBILITIES

The AD will be an integral part of the Programs team, working to effectively manage the team directly responsible for the implementation and success programs.

Program Operations

- Serve as a leader within the Programs Team ensuring exceptional program management and quality implementation for PENCIL's CCR programs, with a focus on the School Partnership Program.
- Provide operational oversight of School Partnerships including consistent: use of program materials, processes and models, messaging and communication, experience of youth and volunteers involved in the partnerships, relationship management and data collection.
- Refine and create curriculum as well as instructional design guidelines to support programs for virtual (and future) in-person implementation.
- Maintain an understanding of all school partnerships, including level of effort required, emerging challenges and opportunities, reporting requirements and stage of engagement.
- Support PMs in work prioritization, especially when it comes to balancing the needs of their partnership portfolios with their role supporting the Internship Program, and other organization-wide projects.
- Ensure all program data is documented in PENCIL's Salesforce database.
- Manage special projects, as assigned by the Senior Program Officer, to deliver targeted programming across multiple schools or partnerships within PENCIL's programs.

- Support Principal for a Day® implementation, including school recruitment, matching, and orienting PM's. to support the work amidst their portfolios.
- Work with each PM to align their personal goals to the yearly organizational goals.
- Collaborate with the Corporate & Foundation Relations team to understand and support partnership deliverables, expectations, and structures.

Team Management

- Motivate, inspire, and celebrate the program team.
- Build a culture of reflective practice and collaboration where program team members can learn and grow together while simultaneously improving PENCIL's programs.
- Create and implement professional development and training for the PMs.
- Facilitate ongoing collaboration to ensure consistency of program implementation and quality across the entire PENCIL team.
- Provide frequent, clear, and productive feedback to PMs on program implementation and prioritization.
- Work with the Senior Program Officer to delegate programmatic work across the team.
- Continually assess team capacity and resource needs to effectively deliver programs.

Quality Improvement

- Work with PMs to develop strategies that effectively use data to adapt program plans and utilize targeted strategies to better align programming with partnership goals.
- Lead knowledge management efforts, including regular review and updates to lesson plans and other program implementation tools to ensure continuous quality improvement.
- Explore opportunities for increased efficiency and effectiveness in PENCIL's service delivery and develop plans to implement those improvements.
- Contribute to organization-wide efforts to refine our approach as outlined in the strategic plan.

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.
- Curriculum and/or Instructional Design Experience; Virtual work highly regarded.
- Experience in creating or adapting materials and programming to be more inclusive a plus.
- 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 and teams.
- 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 education, youth development or a related field, including leading teams.
- An operations mindset prioritizing consistency, efficiency and working "smarter not harder."
- Ability to provide ongoing, clear, and actionable feedback.
- Experience with Salesforce a plus.
- Bachelor's Degree or combination of education and experience in a similar capacity; Master's Degree a plus

COMPENSATION

Salary range for this position ranges between \$75,000-\$85,000. 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.***