



Program Associate (PA)

Job Description

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.

PENCIL seeks a 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 Partnership Program. This full-time position assists in the execution of PENCIL's school year partnership program and Future Ready coaching. The individual has a background in public education and/or workforce development with strong communication, relationship management, and project management skills. The PA will report to the AD of School Year Partnership Programs.

RESPONSIBILITIES

The ideal candidate is highly organized and excels at data management and systems, as well as possessing strong facilitation and relationship management skills.

Primary responsibilities include:

School Communication & Logistics Support

- Support program implementation for over 50 school-based programs
- Work with schools to develop annual schedules for PENCIL program sessions



- Ensure all program sessions have necessary materials, space, volunteer presence, releases, etc.
- Regularly collect data to monitor the implementation and impact of PENCIL programming. Maintain detailed documentation of partnership goals and activities to help build program best practices and knowledge base.
- Share general PENCIL updates with all school partners.
- Assist the Summer Employment Team in matching and identifying students to placements for PENCIL's Ladders for Leaders Program
- Support other programmatic activities throughout the school year and summer, including workshops, network events and the PENCIL Principal for a Day® activities
- Provide regular reports and status updates on PENCIL partners and partnerships
- Participate in special projects and execute other assignments assigned by the AD of Programs

Data Management

- Enter and maintain programmatic data to support program implementation and ensure consistency across databases and tracking systems as required by PENCIL
- Organize and maintain complete student surveys, volunteer registration, program plans and updates
- Maintain Salesforce records for all 50+ partnership programs

Student Support & Communication

- Facilitate virtual and in-person PENCIL Partnership sessions, PENCIL Points of Engagement and Pre-Employment Training sessions for PENCIL's Ladders for Leaders Program
- Develop and deploy student facing communication to increase engagement and awareness of PENCIL tools and other opportunities.
- Maintain student facing communication portals such as PENCIL's chatbot, LinkedIn group, and relevant website sections.
- Collaborate with team members across the organization to share student success stories.

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
- 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 is \$58,000. 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.