Program Manager

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 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 directly manage an assigned portfolio of School Partnerships and support 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
- Collaborating as a team to make culturally responsive curriculum enhancements
- 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

- 4-6 years of experience in education, workforce development, youth development, or similar non-profit organizations
- Facilitation Skills: Demonstrated experience facilitating curriculum and engaging youth in or outside of the classroom
- Cross-Team Collaboration: A strong ability to operate in a team and leverage relationships effectively to achieve common goals
- Relationship Building: Demonstrated expertise in developing successful collaborations between diverse stakeholders.
- Project & Data Management: Exceptional organizational and project management skills; ability to prioritize competing responsibilities and leverage data to make decisions; Experience with databases such as Salesforce is preferred.
- Communications**:** A strong ability to communicate effectively to different audiences; comfortable with public speaking in large and small groups; Highly detail-oriented with a proactive and resourceful mindset
- High standards of excellence and a willingness to do what it takes to get the job done.
- Demonstrated competency to work with diverse populations
- Adaptability to complete a high volume of varied responsibilities and thrive in a fast-paced setting, while working both independently and collaboratively
- Strong proficiency in Microsoft Excel and Word.
- Occasional evening and weekend work is required.

This position is hybrid and in-person presence at PENCIL's office or on site at program locations is required based on the work and organizational need. PENCIL currently requires all staff to be in the office one day per week.

COMPENSATION

Salary range for this position is $63,000 – 66,000. 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 time.
- 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.

Please note: Applicants must be authorized to work in the US.