



**Title:** Program Manager

**Location:** Washington, DC

**If interested, please email your resume and a one-page cover letter to**

**[Sheila.Lopez@beyondz.org](mailto:Sheila.Lopez@beyondz.org).**

**Description:**

Beyond Z is looking to immediately hire a Program Manager for its Washington, DC site. The Program Manager will be principally responsible for leading our programmatic efforts in DC, including strategy and local design, managing various relationships and partnerships, and ensuring strong day to day execution. The Program Manager will primarily lead our middle school programming in DC with approximately 75 seventh grade participants. In this role, the Program Manager will work extensively with school staff as well as local mentors and stakeholders. S/he will also influence the development and implementation of our leadership program for college students at 4-year colleges in spring 2015. The program manager will report directly to the Washington, DC Regional Director.

**Responsibilities:**

- Lead our implementation of the national program design at 1-2 middle schools, including managing all operations and on-site teachers and volunteers
- Build reciprocal relationships with the school staff, BZ team members, volunteers, stakeholders, parents, and sponsors
- Collaborate with on-site teacher to organize field trips and speaker presentations for program participants
- Develop and execute parental and familial engagement strategy to ensure consistent support throughout the school year
- Establish and track clear metrics to evaluate program success, particularly with respect to student outcomes, parent engagement, and mentor recruitment and retention
- Troubleshoot obstacles to effective program implementation, quickly developing and implementing solutions
- Influence the ongoing refinement of Beyond Z program design and implementation
- Participate in the development and launch of our college programs
- Attend meetings and retreats, with occasional travel to our other sites in the Bay Area and New York City

**Experience:**

- 2-5 years' work experience, preferably in the either the education or social service sectors. Prior teaching experience preferred.
- Experience coaching, managing, or empowering adults to produce positive outcomes for students

- BA or equivalent degree required

#### **Other Qualifications:**

- Proven ability to interpret the needs of and foster strong relationships with multiple “customers” including students, parents, school staff, and volunteers
- Very strong written and verbal communication skills and experience working with and empowering young people
- Ability to analyze both qualitative and quantitative data in order to make decisions and track our progress to goals
- Highly motivated, self-directed, and with a strong results-orientation
- Welcomes feedback and seeks to continuously improve; flexible and optimistic
- Highly resourceful and entrepreneurial; excels in a fast-paced, team-oriented, start-up environment

#### **About Beyond Z:**

Beyond Z is an early stage, national non-profit on a mission to ensure the next generation of leaders emerges from *everywhere*. We discover young people with the focus, drive, and talent to be great; we develop their authentic leadership and 21<sup>st</sup> century skills; and we connect them to influential peers, advocates, and opportunities.

We aim to become the nation’s leading accelerator of diverse talent, impacting over 100,000 young people across the country and creating a powerful counter-narrative to the well-documented school-to-prison pipeline. Beyond Z is in its second year of operations in the Bay Area, Washington, DC, and New York City.

*“All young people should be able to dream without boundaries. I’m excited to be an inaugural partner with Beyond Z, to provide DCPS students with the experiences, networks, and relationships that will empower them to become leaders in our communities, our nation, and the world.” - Kaya Henderson, Chancellor, Washington D.C. Public Schools*

*“Beyond Z can help level the playing field for under-represented talent lacking the resources and access necessary to reach the highest levels of leadership. Through Beyond Z, our scholars are building confidence, developing their networks, and starting to believe they can become truly great leaders.”- Thomas Madsen, Principal at East Palo Alto Phoenix Academy*

#### **Benefits and Salary**

Competitive salary with full benefits.

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Beyond Z is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factor. We encourage talented individuals of all backgrounds to apply.