



Manager, Programs & Guidance
SEEDS: Access Changes Everything

Updated: September 2024

The Manager, Programs & Guidance, in collaboration with the Vice President, Programs & Guidance, will manage the organization's three academic programs in addition to the guidance program. This role will serve in an operational and administrative capacity for the team helping to manage processes and systems for the program and guidance officers.

SEEDS operates three academic programs: The Scholars Program, which prepares middle school students for entrance into independent high schools; The Young Scholars Program, which prepares elementary school-aged students for entrance into independent middle schools; and the College Scholars Program, which prepares public high school students for matriculation into competitive four-year colleges and universities.

The Guidance Program is responsible for supporting graduates from the three academic programs. It is responsible for delivering excellent academic, social, and emotional advising that achieves the SEEDS goal of preparing students for success in selective schools and beyond.

ABOUT SEEDS

Founded in 1992, SEEDS: Access Changes Everything is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. Graduating 170 students annually and more than 3,200 since its inception, every member of SEEDS' 25-person staff understands how their work contributes to students' success every day.

PRIMARY RESPONSIBILITIES INCLUDE:

- **Work Plan:** In consultation with VP, Programs & Guidance, manages annual work plans for officers based on detailed program calendars.

- **Program Administration:** Directly supports the officers, supporting and coordinating the planning and implementation of all three academic programs and Guidance, including but not limited to: transportation, special events, summer programming, Saturday classes, virtual programming, and relationship building. In addition, serves as an additional point of contact and ensures excellent communication with all students and families.
 - **Student Support & Engagement:** Supports officers in providing advisement (academic, emotional, social) to students throughout the year as needed. Supports protocols for students dealing with family, academic, or social adjustment issues in and beyond programs. Develop ways to engage alumni across the educational spectrum.
 - **Meetings and Events:** In collaboration with Program Officers, coordinates the planning and execution of meetings and events including: orientations, field trips, graduations, and college tours.
 - **Department- & Organization-Wide Events:** Assists with department and organization workshops and events. This includes, but is not limited to, college tours, College Day, financial aid workshops, and development-related events. Creates materials to recruit students for events in collaboration with Communications.
 - **Transportation:** Supports the planning and execution of transportation needs for all programs including Saturday academic year and summer site programs, field trips, and special events.
 - **Orders & Contracts:** Responsible for the management of program-related facility and vendor contracts, agreements, and payments for programs.
 - **Technology:** With the Office Manager/IT company oversees, tracks, and administers Chromebooks and equipment for use in academic and Guidance programs. Documents technical procedures and guidelines for loaner Chromebooks. Coordinates technology installations, upgrades, and maintenance.
- **People Management:** Supports VP, Programs & Guidance, in the hiring and evaluation of department staff. In addition, provides dotted line support and management for full-time Program Officers and Guidance Officers.
- **School Visits:** Collaborates with the VP, Programs & Guidance, to plan and execute annual school visit strategies for guidance officers. Manages a limited, personal guidance portfolio, which will require some overnight or local travel.
- **Recruitment and Admissions:** Provides cross-department support for the recruitment team, participating in presentations to parents, students, and partner schools as a representative and advocate for SEEDS' programs. Participates in admissions processes when requested, college and independent school applications, reading and revising essays, student financial reviews, and communicating with parents regarding application status.

- **Data Tracking & Management:** In conjunction with officers, ensures that the database is up to date with all pertinent information including enrollment numbers, contact information, attendance, and submission of required paperwork from families. Collects programmatic statistics for production of reports and materials to be used for the board, donors, staff meetings, and additional opportunities.
- **Staff Relationships:** Participates in weekly staff and team meetings and regularly coordinates with other staff members and departments.
- Other duties as assigned
- Like everyone at SEEDS, this role will perform other organization-wide duties and responsibilities, as needed.

NECESSARY WORK EXPERIENCE/LEVEL OF EDUCATION

- Bachelor's degree required
- At least three to five years of experience in education programs, managing projects, and/or people
- Experience working with youth in program management and/or education setting is a plus
- Knowledge of the college and/or independent school admissions process
- Experience in non-profit organizations a plus

IMPORTANT REQUIREMENTS

- Work on some weekends and evenings throughout the year; summer travel to partner sites
- Occasional travel – Overnight 10% of the year & Local 15% of the year (percentages subject to change)
- Use of a personal vehicle for business purposes (reimbursed)
- Use of a personal cell phone (reimbursed)
- The ability to work in a fast paced, ever-changing array of roles and responsibilities

TECHNICAL SKILLS

- Must have functional understanding of the applications of Microsoft Office
- Functional understanding of Google Suite a plus
- Knowledge of FileMaker Pro is a plus

OTHER COMPETENCIES

- A deep belief in the importance of an excellent education for all students
- Ability to function as a member of a diverse team, prioritize multiple tasks, and communicate well with a diverse set of individuals and groups

- Strong oral and written communication and presentation skills, including the ability to effectively and compellingly articulate the SEEDS mission and the ability to engage in a professional manner with students, families, and staff
- Capacity and skill set to organize and supervise large projects
- Analytical and problem-solving skills, energy and imagination, and a willingness to try new solutions and evaluate their effectiveness
- A valid driver's license and access to a vehicle

COMPENSATION

- The salary for this position starts at \$60,000
- Medical, Dental and Vision benefits/Health and Dependent Flexible Spending Accounts
- 401k retirement Plan with an employer-matching component

TO APPLY

Email a resume and cover letter with the subject line "Manager, Programs & Guidance" to: mbaez@seedsaccess.org.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

SEEDS – Access Changes Everything encourages and supports diversity and inclusion in our workplace. SEEDS aims to select, place, and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work-related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class.