



POSITION TITLE	Programs Officer, Scholars Programs
DEPARTMENT	Programs
CLASSIFICATION	Non-Exempt
EMPLOYMENT STATUS	Full Time
REPORTS TO	VP, Programs and Guidance
SALARY	\$52,000

ABOUT SEEDS

SEEDS – Access Changes Everything changes the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. We ensure that our students have the knowledge, skills, access, and support to thrive at the nation’s finest schools and colleges and beyond.

Over our 30+ year history, our proven model has transformed the lives of more than 3,500 students, who are now alums, helping to create brighter futures for their families, communities, and society. Each of SEEDS’ unique programs combines rigorous academic programming (on Saturdays during the academic year as well as summer 3-week intensives), dedicated mentorship and school search guidance, application assistance and financial aid education and support, and a comprehensive portfolio of workshops, seminars, and activities to support students’ social emotional development.

Based in Newark, NJ, with site locations across the tri-state area, the SEEDS team of 25 professionals serves hundreds of students each year through our middle school, high school, and college programs. As we enter an exciting phase of growth, we are seeking passionate, mission-driven educators and professionals to join our collaborative team—people who are committed to equity, energized by challenge, and eager to make a lasting impact on the lives of young people.

POSITION OBJECTIVES

The Programs Officer, Scholars Program under the supervision of the VP, Programs and Guidance will lead the Scholars and Young Scholars programs. The Scholars Program serves approximately 95 students per year through summer sessions and Saturday classes during the academic year. The Scholars Program (SP) has two (2) three-week residential programs: The Summer Challenge Program and The Capstone Experience, which run consecutively. The Young Scholars Program (YSP) serves 25 students through summer sessions and Saturday classes during the academic year. YSP has two (2) five-week day programs that take place during summers: Steps 1 & 3.

This is a highly visible role that is representative of SEEDS. The ideal candidate must have the ability to act on behalf of SEEDS in a professional manner and to effectively communicate with students, families, and education professionals. This individual must be deeply committed to working with high-achieving, low-income students, be flexible in terms of responsibilities and work hours, be a great team player.

RESPONSIBILITIES

- **Work Plan:** In collaboration with the VP, Programs and Guidance, the Programs Officer will manage the annual work plan for the Scholars and Young Scholars programs. The work plan centers around the academic calendar inclusive of classes, orientations, parent meetings, mock interview sessions, field trips, and other special events.
- **Family Communication:** The Programs Officer will serve as the first point of contact for all families enrolled in respective programs. He/she will handle incoming calls, walk-ins, and inquiries with current Scholars families on an as-needed basis. Will meet with the VP, Programs and Guidance regularly to ensure all families are compliant with the program rules and policies and address any concerns or issues as they arise.
- **Placement Process:** Working with the VP, Programs and Guidance, the Programs Officer will coordinate efforts with the Placement Department to help educate and support students and families about the placement process, which will include reading applications, financial aid preparation, and more.
- **Data Tracking/Management:** The Programs Officer will ensure that the database is up to date with all pertinent information including enrollment numbers, contact information, attendance, and submission of required paperwork from families.
- **Transportation Coordination:** The Programs Officer will coordinate transportation needs for Saturday class and summer programs, field trips, and special events.
- **Orders and Contracts:** The Programs Officer will manage program-related facility and vendor contracts, agreements, and payments for program.
- **Meetings and Events:** The Programs Officer will lead the planning, organization, and execution of orientations, parent meetings, field trips, and special events.
- **Recruitment and Admissions:** The Programs Officer is a member of the Recruitment Team and sits in on all relevant meetings for Admissions.
- **Management:** The Programs Officer will assist the VP, Programs and Guidance in evaluating and managing site staff.
- **Summer Implementation:** The Programs Officer will plan, coordinate, and provide direct on-site management of the summer programs, Summer Challenge Program and The Capstone Experience. They will also plan, coordinate, and provides off-site management of the summer programs, Steps 1 & 3.
- **Staff Relationships:** The Programs Officer participates in weekly staff meetings and regularly coordinates with other staff members and departments.
- Other duties as assigned.

NECESSARY WORK EXPERIENCE/LEVEL OF EDUCATION

- Must have graduated from a four-year college or university
- 1-2 years of experience managing youth programs
- Experience working with middle-school and/or high-school age youth as an educator and/or guidance counselor is a plus
- Experience in non-profit organizations a plus

TECHNICAL SKILLS

- Must have functional understanding of the applications of Microsoft Office.

- Knowledge of Filemaker Pro is a plus.

OTHER COMPETENCIES

- A deep belief in the importance of an excellent education for all students
- Analytical and problem-solving skills
- Ability to function as a member of a diverse team
- The ability to prioritize multiple tasks
- The ability to communicate well with a diverse set of individuals and groups
- Presentation skills
- Strong oral and written communication skills
- The ability to effectively and compellingly articulate the SEEDS mission
- Capacity to organize and supervise large projects
- A valid driver's license and access to a car
- Energy and imagination, a willingness to try new solutions and evaluate their effectiveness

IMPORTANT REQUIREMENTS

- Work on several weekends and evenings
- 6.5-week residential program commitment in the summer
- A valid driver's license.
- Use of personal vehicle (partially reimbursed)
- Use of a personal cell phone (partially reimbursed)
- The ability to work in a fast paced, ever-changing array of roles and responsibilities.

WORKING CONDITIONS

- Hybrid schedule: three days per week in the Newark office (Mondays and Wednesdays mandatory)
- Work on several weekends and evenings

COMPENSATION & BENEFITS

- The salary for this role is: \$52,000
- Medical, Dental and Vision benefits
- Health and Dependent Flexible Spending Accounts
- Commuter Benefits
- 401k retirement Plan with an employer-matching component
- Paid Time Off

TO APPLY

Send resume and cover letter as an attachment to an email with the subject line "Programs Officer, Scholars" to jobs@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.