



JOB TITLE: Young Eisner Scholars (YES)] New York City Director of Programs & Community Outreach
REPORTS TO: National Director of Programs & Strategy
STATUS: Full-time, Hybrid Schedule

ORGANIZATION OVERVIEW:

YES selects high-performing students from low-income communities and equips them with resources, support and academic skills required for success through high school, college, and career. Beginning in 6th grade, YES engages Scholars; intellectual curiosity through a unique curriculum and supports them holistically to ensure their long term success both in and outside the classroom. As Scholars progress through high school and college, they benefit from calibrated programming, including high school and college admissions counseling, summer programs tailored to their interests, and a strong community of peers. In addition to academic rigor, YES provides long-term holistic support services for our Scholars. Through social-emotional support, involvement with family and community, and a long-term commitment to each student's individual path, YES seeks to support students in every aspect of their lives. YES is headquartered in Los Angeles and currently operates in Chicago, Los Angeles, New York City, and rural North Carolina.

YES-New York City selects students in 6th grade from Title I public schools in NYC's District 5 (Central Harlem). YES-NYC currently works with roughly 110 students, middle school to college, and is expanding every year.

RESPONSIBILITIES:

Essential Functions

- Adhere to standards of work excellence and oversee all aspects of the YES program (regionally) to ensure YES is serving its mission and achieving the annual strategic goals.
- Set the daily/weekly/monthly/annual work priorities for the regional program functions to ensure successful delivery of the YES method, program timeline, curriculum, and processes that lead to opportunities in higher education and career success.
- Cultivate unique relationships with school districts and serve as the (regional) lead contact liaising with

partnering schools and administrators to identify 6th-grade Scholars in Title I public schools to be proactive about students' academic progress in middle school, to address any issue, or identify prospective students

- Lead the regional efforts of identifying and cultivating strategic community and corporate partnerships to expand the experiential education component of the YES program at a regional and national level; manage, cultivate, and track the external relationships with schools, school districts, community colleges, corporations, municipalities, and nonprofit organizations.
- Serve as lead coordinator for planning fundraising, community engagement, and alumni events.
- Collaboratively develop, plan, and execute school-year weekly Saturday enrichment programming for scholars (Grades 7-11).
- Participate/Serve as an active member of at least one professional group in your community.
- Collaborate with all YES staff to follow up on new funding and partnership opportunities, and share program-related strategies to support planning and implementing various fundraising initiatives.
- Ensure data tracking (of program statistics relating to enrollments, success rates, attendance, and other data) and compliance using internal systems as well as external portals to secure financial aid and scholarships, and acceptance to institutions.
- Collaborate with the National Director of Program Development to establish program feasibility, design program content, ensure quality execution, integrate strategic initiatives into existing programs, and develop new programs that leverage the YES method.
- Represent YES and disseminate information about the viability of independent school education to prospective families and other interested parties; as well as share information about other educational pathways.
- Seek out public speaking and exhibiting opportunities to promote YES' visibility, and represent YES and its programs and services to external constituency groups, including education, community, governmental, and private organizations.
- Oversee the outreach and admissions process regionally (*from initial family contact to school enrollment*) (for up to six months) to ensure all families are treated with dignity and respect and that all applications are processed properly, adhering to all YES policies and procedures.
- Facilitate extensive interviews with prospective Scholars, and follow YES' comprehensive year-long evaluation to determine their cognitive and social skills, noting that YES Scholars are ultimately selected based on their academic agility, determination, creativity, and spirit of innovation on an annual basis.
- Oversee the process for Scholars and families for the independent and selective school application and admissions process; track data using internal systems as well as external portals to secure financial aid and scholarships, and acceptance to institutions by means of:
 - Clear communication with staff and Scholars on all Admissions priorities and policy changes.
 - Utilizing and preparing Admissions queries and reports for budgeting and forecasting.

- Providing structured application completion workshops to ensure every student completes all applications correctly.
 - Providing essay preparation sessions to ensure every student has an outstanding application, personal statement and essay.
 - Offering one-on-one interview-prep mentoring from young professionals to fully prepare students for the independent school interviews.
 - Holding family meetings with students and parents to review key steps of the admissions process and to review all high school options.
 - Holding parent/legal guardian meetings to review financial aid forms.
 - Reviewing high school options and offering high school transition support via workshops, mentoring, and one-on-one meetings.
- Oversee the process of preparing YES Scholars for the college admissions process by means of:
 - Clear communication with staff and Scholars on all Admissions priorities and policy changes.
 - Utilizing and preparing Admissions queries and reports for budgeting and forecasting.
 - Creating College Greenlight student accounts starting in 9th grade and meeting with students and families to discuss the path to college.
 - Coordinating SAT tutoring through outside organizations.
 - Providing YES College Tours to visit colleges locally, state-wide, and nationally.
 - Offering application FAFSA/CSS/TAP workshops to students and families.
 - Maintaining partnerships with regional funders.
 - Conducting individual meetings with junior students and families to begin brainstorming college lists and scholarship opportunities.
 - Supporting with hosting YES College Bootcamp(s) for rising seniors to work on college lists, personal statements, high school resumes, CUNY & SUNY applications, and fly-in applications.
 - Conducting individual college meetings and check-ins throughout the Scholars' senior year with YES students and families to help navigate the college admissions process.
 - Holding college decision meetings and college transition workshops with the support of YES college staff.
- Create opportunities to expose Scholars to the diverse cultures and communities in their regions, across America, and the world, with the intent to lay the foundation for higher education and career success by means of:
 - Organizing an annual three-week YES summer program for Scholars to focus on academics, consisting of math and verbal test preparation, writing workshops, summer reading sessions, and leadership skills development.
 - Organizing an overnight YES outdoor education component, as well as an overnight camp experience annually for Scholars.
 - Organizing guest speakers, career days, and other opportunities to expose Scholars to a variety of career paths.

Supervisory Responsibility

This position directly supervises regional program staff, including Educators and Instructors by providing recurring

check-ins, overseeing quarterly educator audits to ensure quality assurance of the YES method, and conducting annual performance reviews. Additionally, this position may also manage volunteers and interns.

Position Type and Expected Hours of Work

This is a full-time, exempt position with some nights and weekends required. Typical working hours are Monday through Friday, 9:00a.m.-5:00p.m.

Travel

This position requires mutually agreed upon travel at local, state-wide, and national destinations to support Scholars in achieving higher education and career success. The employee will be reimbursed for travel-related expenses according to YES' travel policy.

QUALIFICATIONS:

Required Education and Experience

- Bachelor's Degree in a related field and 3 to 5 years of experience or an equivalent combination of education and independent school experience.
- Ability to bring and develop a strong network of professional relationships in education and college access.
- A commitment to increasing educational access and equity, and an ability to see content through an equity lens.
- Deep understanding of systemic barriers to meaningful college access for first-generation students.
- Strong decision-making and problem-solving skills, with the ability to take abstract brainstorming and generate impactful, educational programming.
- Experience having worked with a high-performance, collaborative, constructive peer group
- Ability to easily communicate across multiple industry sectors.
- A strong relationship builder and internal/external communicator with experience collaborating with diverse work teams, engaging community partners, in concert with and under the direction of the National Director of Program Development and the Executive Director.
- A personal and professional relatability with a commitment to serve the organization's ethnically diverse service population, and ability to effectively interact, work and develop meaningful relationships with people of various cultural backgrounds (*emotionally intelligent and culturally competent*).
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems.
- Excellent writing skills and experience in constructing proposals, statements of work, reports, and other related communications.
- Demonstrated integrity, strives for excellence in their work, and has experience of leading others to new levels of effectiveness and mission impact.
- Passionate about the YES method and mission and the ability to promote and communicate the philosophy, mission, and values of YES to external and internal stakeholders.
- Thrive in a fast-paced environment with changing priorities and deadlines.
- Juggle multiple projects of various scopes with ease and grace.
- Experience successfully working with underrepresented and under-resourced students (primarily African-American and Latinx) is a plus.

- Spanish fluency in speaking, reading, and writing is a plus.

Dimensions

YES is an Affirmative Action/Equal Opportunity Employer. YES does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

Please forward resumes and cover letters to: [Rebecca Tucker, Executive Director, yesjobs@yesscholars.org](mailto:yesjobs@yesscholars.org)