



JOB DESCRIPTION

ASSISTANT PROGRAM MANAGER

Founded in 1812, NYC Mission Society is in its third century of providing programs and services to youth in underserved communities. Today, our educational, restorative justice, cultural enrichment, and workforce development programs make a positive, long-term impact on youth in the City's most underserved communities by promoting academic achievement and providing career opportunities. Each year, we serve more than 13,000 children and families throughout New York City with our programs, supportive services, and community events. Our distinguished legacy of devoted public service has made a lasting, positive impact on New York City by launching such venerable nonprofit institutions as The Fresh Air Fund, the Children's Aid Society, the Community Service Society, the Visiting Nurse Service, the New York Public Library, and the YMCA.

Title: Assistant Program Manager, Power Academy After-School Program

Basic Function: Provides support to the Program Manager in all duties related to the management of Mission Society's after-school program.

Location: P.S. 175, 175 West 134th Street, New York, NY 10030

Hours: Full-time

Program Description:

New York City Mission Society's Power Academy is an after-school program dedicated to cultivating the personal growth and educational advancement of all of our elementary school aged participants. With a curriculum focused on academic enrichment, community service, cultural enrichment, the arts, recreation, and character education, Power Academy reinforces school-day learning in a safe and healthy environment. Programming is provided after school, on school holidays, and during the summer.

Principal Responsibilities:

- Assist in planning and implementing the after-school program, including but not limited to duties related to participant recruitment, scheduling, evaluation, and recordkeeping.
- Adopt all duties of the Program Manager during his/her absences.
- Maintain student attendance record keeping in funder database.



- Ensure that the agency database is complete and up-to-date.
- Prepare student and staff files for program and fiscal audits.
- Conduct administrative and clerical duties.
- Assist in the coordination of programs with other existing after-school activities.
- Assist in building a team approach to providing high-quality and innovative services.
- Attend school staff meetings, Parent Association meetings, and school-wide project meetings.
- Ensure respectful treatment of school property and cleanliness of program spaces.
- Assist with communications to parents and organization of parent events.
- Assist with developing and overseeing plans to boost parental involvement.
- Assist with recruiting and placing volunteers.
- Maintain all paper and electronic records required for the after-school program.
- Attend professional development trainings as required by the agency and program contract.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree required.
- Background in education preferred.
- Knowledge of early childhood development preferred.
- Experience supervising others preferred.
- Experience maintaining files preferred.
- Experience working with a database preferred.
- Must have strong interest in working with children.
- Must have the ability to work collaboratively with a wide range of program and school staff.
- Must have excellent communication (written and verbal), interpersonal, organizational and administrative skills.
- Must be detail-oriented and organized.
- Must be able to multi-task.
- Must have strong administrative and computer skills.

General Requirements: All staff is expected to be committed to the mission, vision, and values of Mission Society.

Salary & Benefits: Salary range is low to mid \$30K based on qualification, experience, and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, 403(b) retirement plan with employer match, TransitChek, Employee Wellness Program, Municipal



Credit Union membership, voluntary supplemental insurance options.

Apply: Interested and qualified individuals should forward their resumes with cover letter to HR@nycmissionsociety.org, or Fax to 212-979-5764. **Include in Subject Line: Re: Assistant Program Manager, Power Academy.**

Visit our website at www.nycmissionsociety.org.

Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.

New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.