**Job Opening:**

Metropolitan Diploma Plus High School Program Director

The *Level Up Program* administered at *Metropolitan Diploma Plus High School* is a collaboration with the NYC Department of Education and New York City Mission Society. The program assists students, who are over-aged and under-credited, in acquiring the skills, knowledge, attitudes and behavioral changes that will maximize their potential. The program’s aim is to enable students to graduate high school, transition into post-secondary education, or into meaningful permanent employment. LTW provides academic support, counseling, advisement, and college and career readiness. The program places 40-50 students in paid internships annually.

Mission Society of New York City improves the lives of children, youth, and families in the city’s most underserved communities. Through programs and services that respond to community needs, we create cycles of success for generations to come.

**Position Summary**

**Title**: Program Director

**Program:** Metropolitan Diploma Plus High School

**Reports To:** Associate Vice President, Career & Education Pathways

**Supervises:** Level Up Program Staff

**Employment Status:** Full-Time Exempt

**Basic Function:**

The Program Director will plan, implement and operate the LTW Program. The hours of the program are 8am-4pm, Monday-Friday.

**Duties and Responsibilities**

* Supervise and direct the activities of the LTW staff including college counselor, internship coordinator, advocate counselors, and social worker
* Effectively manage the daily operations of the program including student recruitment, timesheets and payroll for interns and staff, employment readiness, job placement, college readiness, and counseling
* Provide supportive services to students inclusive of youth development, counseling, group work and parent outreach
* Establish formal linkage agreements with a variety of agencies, colleges and organizations to enhance program effectiveness
* Orient staff to LTW program model and approach and provide staff with training and supervision in: the principles of youth development, the skills of solution-focused counseling and advocacy strategies needed for school-based work
* Monitor staff’s job performance to ensure the achievement of contracted milestones (internal and external)
* Manage program budget and adhere to all Mission Society organizational guidelines
* Collaborate with the school Principal and administration to create a partnership between the Mission Society and DOE staff in order to create and maintain a positive learning culture in the school
* Plan, co-facilitate and attend staff meetings and team meetings with appropriate parties
* Perform other duties as assigned

**Qualifications**

* BA required, MSW, MSED or other relevant graduate degree preferred.
* At least 5 years’ experience working with adolescents and 2 years’ prior supervisory and management experience required familiarity with LTW programs preferred.
* Must be organized and solutions-focused, have knowledge of adolescent development and the needs of urban youth, excellent interpersonal communication (written and verbal) skills, and ability to work collaboratively with school administrators, faculty and program staff

**General Requirements**

Staff is expected to be committed to the mission, vision, and values of Mission Society.

**Salary and Benefits**

Salary range is low $60k based on experience, qualifications 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@missionsociety.org](mailto:HR@missionsociety.org). RE: Metropolitan Diploma Plus High School Program Director.

Visit our website at [www.missionsociety.org](http://www.missionsociety.org).

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

*Mission Society of New York City is an equal opportunity and affirmative action employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.*