**Job Opening: Program Director-Emma Lazarus High School**

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.

Emma Lazarus High School offers a unique program for students who are English language learners. Our programs are designed to support diverse, older students learning English as they complete their high school studies, while also preparing them to enter institutions of higher learning.

**Position Summary**

The Level Up Program is a collaboration with the NYC Department of Education. The program assists students who are over-aged and under-credentialed English language learners in assimilating into their new lives in the United States while acquiring the skills, knowledge, attitudes and behavioral changes that will maximize their academic and growth potential. The program's goal is to enable students to graduate high school, transition into post-secondary education and/ or into meaningful permanent employment. The program creates and provides opportunities for students to engage in paid internships throughout the school year.

**Title:** Program Director

**Program:** Emma Lazarus High School

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

**Supervises:** Level Up Program Staff

**Employment Status:** Full-Time Exempt

**Basic Function:** Under the supervision of the Associate Vice President, Career & Education Pathways, the Program Director will plan, design, implement and operate the Level Up Program.

**Duties and Responsibilities**

* Supervise and direct the activities of program staff
* Conduct outreach and recruitment to enroll diversified ethnic groups for whom English is a second language
* Work closely with Emma LazarusL principal and staff to fully integrate the LTW program in the school
* Train staff in preparing and delivering Student Advisory and counseling sessions twice weekly
* Oversee daily operations including internship site development, job matching, internship monitoring, timesheet collection and payroll
* Establish formal contractual agreements with a variety of agencies and organizations that engage our student interns
* Orient staff to program model and approach
* Monitor program progress and achieve program goals, develop corrective action strategies as necessary
* Prepare and manage program budget, all expenditures and reconciliations
* Monitor quality of care

**Qualifications**

* Master's degree preferred
* At least 5 years experience working with adolescents
* Knowledge of adolescent development and youth development principles
* Proven track record in development and execution of youth, education or related human service programs
* Experience in program administration including staff supervision and program implementation
* Excellent interpersonal communication (written and verbal) and organizational skills
* Ability to work collaboratively with program, high school principal and school 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 $67k-70k based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, 403(b) retirement plan with 5% employer contribution, TransitChek, Employee Wellness Program, Municipal Credit Union membership, voluntary supplemental.

**Apply**

Interested and qualified individuals should forward their resumes with cover letter to:

[HR@missionsociety.org.](mailto:HR@missionsociety.org) RE: Emma Lazarus High School Program Director

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

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*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.*