POST-SECONDARY DIRECTOR
SUMMER SEARCH, PHILADELPHIA

While young people from low-income communities – who are disproportionately young people of color – face systemic inequities in school, in the workforce, and in life, they possess unique strengths, resilience and tremendous potential. When provided with support and resources, these young people fulfill their potential and achieve success in school, work, and life.

Through a combination of depth mentoring and transformative experiences, Summer Search supports young people to successfully transition from adolescence into adulthood. We aim to unleash the potential of our young people while also building a toolkit for navigating and challenging systemic barriers to higher education and career opportunities.

THE OPPORTUNITY

Summer Search Philadelphia is seeking a Post-Secondary Director to play an essential role in implementing, refining, and evaluating innovative ways in which we serve our increasingly growing high school students and post-secondary participants. The Director will have the opportunity to hire and lead an internal team within 36 months (budget dependent) to provide high-quality programming (e.g., advising, career coaching) to our participants: high school seniors, college students and students who choose an alternative pathway. Since the best work does not happen in isolation, we are committed to enjoying this journey and experiencing joy in our work together.

WHAT YOU’LL DO

People Management: Influence, inspire, and support a team of one to two staff responsible for post-secondary program, including an advisor working directly with high school seniors and recent high school graduates.

- Provide leadership and support to the post-secondary team and directly supervise 1-2 persons. Ensure your team is resourced to respond to student challenges around financial aid, academics, connecting to support systems, and other types of situations. Coach, in collaboration with the local High School Program Director, staff mentors working with high school students.

- Set each member of your team up to do their best work, develop professionally, and navigate challenges through regular 1:1s, goal setting and performance reviews, and day-to-day support.

- Develop strategies to guide and enhance the local delivery of the program, including mentoring, college advising, financial well-being, career coaching and internship program, supporting 50 high school seniors and 125+ post-secondary participants.

- Provide opportunities for professional growth and learning for your team through developing and delivering post-secondary program training and, in partnership with the National Program Team and Talent, ongoing skill-building training.
**Program Management:** In partnership with local and national program staff, play a key role in delivery, refinement, and evaluation of innovative new programming on the site level and org wide.

- In partnership with the local Executive Director, lead your team in meeting national and local metrics and goals through continuously tracking team progress against all programmatic metrics.

- Ensure meticulous data collection in our database, including maintaining student records, monitoring staff caseload management, and pulling and analyzing reports.

- Collaborate with post-secondary staff across Summer Search’s five regional offices and the National Program Team, including attending monthly cohort meetings and sharing best practices.

- Build upon your expertise by participating in training in the fields of college access/success, alternative pathways, and workforce development.

- Support our student outcomes, including agency, educational attainment, career readiness, and financial well-being through:
  - Incorporating Summer Search CONNECT, our digital platform, into your daily work and encouraging students and alumni to engage in the platform.
  - Building relationships with Historically Black Colleges and Universities and institutions that serve LatinX student populations to help increase student admissions and obtain scholarships.
  - Building relationships with mental health organizations as an additional support for our students
  - Incorporate the key elements of our Depth Mentoring Program (trauma sensitivity, critical consciousness, adolescent development and identity formation and social/emotional learning) with students, non-profit partners, and corporate partnerships.
  - Collaborate with the Director of High School programs on specific projects related to transitioning juniors and seniors into the post-secondary program.

**Partnership Management & Fund Development:**

- Collaborate with the local Development Director to maximize corporate engagement and funding opportunities for key partners and identify new partnerships to support the needs of our alumni and post-secondary participants.

- With the Development Director, manage a portfolio of corporate internship partners in which to grow their support and partnership through effective cultivation, solicitation, and stewardship strategies in partnership with the Development Director.

- Partner with Development team to coordinate volunteer/donor involvement in internship and career coaching programs.
• Create and manage regular communication for all Philadelphia post-secondary and alumni participants.

WHO YOU ARE

The Post-Secondary Director will embody Summer Search’s values and provide team leadership through a standard of excellence, spirit of gratitude, a practice of collaboration, and an authentic and unwavering commitment to Equity, Diversity, and Inclusion.

Additionally, this hire will bring:

• At least 7 years of professional work experience, including 5 years in a management role, in youth development, higher education, career development or similar organizations. Prior experience working with college students and/or alumni is a plus.

• CULTURAL COMPETENCE: You are experienced in working with culturally diverse teammates and students, with an awareness and sensitivity to institutionalized racism and classism facing low-income communities.

• RELATIONSHIP BUILDING: You possess strong relationship building skills and demonstrated experience in cultivating and stewarding key relationships.

• PROJECT MANAGEMENT: You bring exceptional project management skills with the ability to remain organized and composed while juggling multiple workflows and coordination.

• PEOPLE MANAGEMENT: You have led teams and managed direct reports, with a proven ability to delegate work and empower staff to work to their full potential and hold self and staff accountable.

• FLEXIBILITY AND ADAPTABILITY: You effectively cope with change and ambiguity, demonstrating flexibility, resourcefulness, and an ability to hold self and others accountable for results.

Additionally, all Summer Search staff bring a commitment to our mission of unleashing students’ potential through mentoring and transformative experiences, as well as the ability to thrive in an environment that values excellence, gratitude, well-being, diversity, authenticity, and collaboration.

LOCATION AND OTHER REQUIREMENTS

This position is currently a hybrid role with three days a week of employee’s choosing in the office. Some weekend and evening events may be required.

Summer Search requires all its staff be vaccinated against COVID-19. Employees who are unable to be vaccinated due to a medical reason or sincerely held religious objection may be able to qualify for an exemption, consistent with state and federal law.

OUR BENEFITS
We are committed to staff learning, growth and development. Our investment includes:

- Competitive and transparent salaries. This is an exempt position with a salary range of $76,736-$80,226. The hiring manager works with the Talent Team to place all hires appropriately within the band. We strive to maintain internal equity in compensation, while also considering prior experience.

- Medical insurance with up to 90% employer contribution

- Dental, vision, FSA (Flexible Spending Account), life and disability insurance plans

- 401 (K) and Employer Match up to $2,000 annually

- Generous time off including 15 vacation days, 10 sick days, and 18 holidays (2 floating holidays of your choice, a birthday day-off, 10 company-wide holidays, and a 1-week December closure).

- Individual, local, regional, and national training

- A commitment to developing leaders from within the organization

- An organizational culture that supports staff well-being and holistic self-care/community care

- Many opportunities to connect with the students and communities we serve

OUR COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION

With a staff that cares deeply about social justice and racial justice, we believe that diverse perspectives and backgrounds create a rich work environment and enhance our ability to pursue our mission. We are committed to building an organization with raised consciousness to impact how we work with students, as well as how we work together as a team. We hope you will join us as we continue to build a justice-centered organization that fosters a work environment where people from all backgrounds are welcomed and valued.

TO APPLY

Click here to submit a resume and targeted cover letter, addressed Sylvia Watts McKinney, that answers the question, “Why are you interested in the Post-Secondary Director at Summer Search?”

SUMMER SEARCH IS AN EQUAL OPPORTUNITY EMPLOYER.