



Project Success Job Opening *Program Manager – College & Career Tours*

We are looking for a Program Manager - College and Career Tours to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect their purpose. We work with more than 15,000 6th-12th grade students and their families in the Minneapolis School District and have more than 100,000 alumni around the world. Learn more at projectsuccess.org.

The Program Manager – College and Career Tours (PM-CCT) will be responsible for all aspects related to the planning & execution of our College and Career Tour Experiences for students. Over the course of a year, we visit over 2 dozen colleges & universities in 4 different states – bringing hundreds of students to explore post-secondary pathways. Equally as important, we also provide career-focused learning experiences at a variety of local businesses and training sites. The PM-CCT will be responsible for all aspects of the program, including program planning, registration, and event execution.

This role will require a deep passion for providing experiences that help students find their personal pathway for after high school – and an eagerness to explore and learn about all the options available. The PM-CCT will need to be detail-oriented to plan complex events and flexible enough to be able to change those plans during the event as needed. They will need to be motivated to continuously innovate to provide the best experiences for students and be able to work as part of team.

Our ideal candidate has at least an undergraduate degree along with 4+ years of experience in program/event planning and execution. We are also looking for experience working on or at college settings – this could be part-time or contracted – but in a role that gives some experience with the working of colleges and universities. Having a strong belief in the potential of young people is crucial to this role, and it helps to have direct experience working with high school students.

This role will report to the Director of External Programs and Operations and will consistently interact with the External Programs Team (including other Program Managers and Program Coordinators), the Workshops Team, and the Communication Team.

Core Responsibilities

Plan & Execute College Tour Experiences

- Work closely with the Director of Schools & Curriculum and Director of External Programs & Operations to select universities, colleges, community colleges, and technical schools for students to visit
- Support the building of curriculum for execution on site with the External Programs Curriculum Associate & Workshops Team
- Plan all logistical and operational elements of College Tour experiences
- Coordinate with PS alumni at College Tour sites for involvement in the College Tours experiences
- Lead College Tour experiences at a variety of different College campuses

- Lead the yearly College Tour experience season, including:
 - Single Day Tours
 - Field Trip Day Tours
 - MEA Day Tours
 - Chicago College Tours (multi-day, overnight)
- Assist students from a variety of backgrounds to discover options for post-secondary college pathways and give them tools to help make informed decisions for their future

Plan & Execute On-Site Career Tour Experiences

- Work closely with the Director of Schools & Curriculum and Director of External Programs & Operations to select career sites to visit with hands-on components
- Support the building of curriculum for execution on site with the External Programs Curriculum Associate & Workshops Team
- Plan all logistical and operational elements of On-Site Career Tour Experiences
- Lead individual Career Tour experiences at a variety of different businesses and organizations
- Lead the yearly Career Tour season, including:
 - Trade Schools & Apprenticeships
 - Middle School Field Trip Day Tours
 - High School Field Trip Day Tours
- Assist students from a variety of backgrounds to discover options for post-secondary non-college, career-focused, pathways and give them tools to help make informed decisions for their future

Build relationships with College & Career partners

- Develop and maintain supportive, collaborative, and genuine relationships with variety of partners, including:
 - College Tour Admission Officers
 - Career Site Administrators
 - College & Career Readiness Partners – including school staff, counselors, and other nonprofit partners
- Attend regular meetings at the MPS School and District level to increase student access to post-secondary opportunities

Qualifications

- Bachelor's degree required
- 4+ years of experience in program/event planning and execution
- Experience working in or at colleges and universities, including athletics, grounds, resident advisors, admissions, etc. (can be during your time as an undergrad)
- Believes in the potential of all young people and has a genuine desire to help them succeed
- Experience working directly with high school students
- Experience working with young people from a variety of backgrounds
- Understands the importance of equity, inclusion, and cultural competency and has a strong commitment to continuous learning and incorporation of new information
- Strong communication, listening, and organizational skills

- Tech-savvy and proficient with Microsoft applications, including Word, PowerPoint, Excel, and Outlook
- Ability to routinely handle objects weighing up to 25 lbs. and on occasion may be expected to lift objects weighing up to 50 lbs.
- Must have reliable transportation and a driver's license with current auto insurance
- Travel required (15%), primarily local

Position Details

This position is a full-time, salaried exempt position, primarily M-F daytime, with occasional nights, weekends, and overnights with advance notice. Flexibility is available for some remote work.

The compensation package includes the following:

- \$45,000 - \$52,000 annual salary
- Generous paid time off, including PTO days, sick days, and paid holidays
- Excellent Health Insurance (*PS pays 100% of the monthly premium rate*)
- Dental, Short-Term Disability, and Life Insurance (*PS pays 100% of the monthly premium rate*)
- SIMPLE IRA retirement plan with match
- Free parking at the PS office in lot and on adjacent streets

To Apply

Please email the following to apply@projectsuccess.org, addressed to Matt Dreier, Director of External Programs and Operations:

- Resume
- Cover Letter
- References
- Where you heard about us and/or found the job posting

To learn more, visit: https://www.projectsuccess.org/news_events/job_openings/

Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!