

We are looking for a Program Associate 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 6<sup>th</sup>-12<sup>th</sup> 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](http://projectsuccess.org).

The Program Associate will be responsible for supporting the event planning and execution for our Outdoor Adventure and Global Experience programming. This role will require strong event planning skills and a deep love for the outdoors and travel. They must have a passionate desire to engage students with the outdoors and the broader world, and a commitment to help remove barriers to access to make that happen. Our ideal candidate is detail-oriented and highly organized, has the desire to jump into a variety of tasks, and appreciates working collaboratively to meet shared goals.

This role will report to the Program Manager – Outdoor Adventures & Global Experiences and will consistently interact with Program Coordinators and the rest of the External Programs team.

## Core Responsibilities

### Outdoor Adventures (45%)

- Support the event planning, preparation, and execution of in-person Outdoor Adventures including:
  - Day-long River Adventure Days
  - Day-long Winter Adventure Days
  - Overnight Trips to the Boundary Waters Canoe Area (BWCA)
  - Other overnight Outdoor Adventure Opportunities
  - Online or hybrid OA programming for students and schools
- Communicate effectively with students, families, and schools to register and prepare students for Outdoor Adventures
- Create an accessible and inclusive environment at all programs
- Work with students to overcome gaps preventing participation, including transportation to meetings, obtaining proper gear for activities, etc.

### Global Experiences (45%)

- Support the event planning, preparation, and execution for all Global Experience programming
  - In-person Global Experiences including multi-day trips to Washington D.C., Boston, and Mexico
  - Online and hybrid global experiences
- Communicate effectively with students, families, and schools to register and prepare students for Global Experiences
- Create an accessible and inclusive environment at all programs
- Work with students to overcome gaps preventing participation, including helping students get passports, visas, luggage, etc.

### External Programs (10%)

- Support other External Programs programming (College & Career Tours, Theater Experiences, Institute) as needed, including office work and/or event execution
- Engage with ongoing training as part of the External Programs team

## Qualifications

- High school diploma required, Bachelor's degree preferred and if no Bachelor's degree, then 4 years of similar experience or a combination of training, education, and experiences that provides the required knowledge and abilities
- 2 year's experience working directly with students in an outdoor or global experience setting
- Demonstrated experience in and enjoyment of the outdoors (club, hobby, work)
- Strong and detail-oriented communication, listening, and organizational skills
- Experience working with young people from a variety of backgrounds
- Excellent problem-solving and communication skills
- Understand the importance of equity, inclusion, and cultural competency and has a strong commitment to continuous learning and incorporation of new information
- Tech-savvy and proficient with Microsoft applications, including Word, Excel, PowerPoint, and Outlook
- Have reliable transportation and a driver's license and current auto insurance
- Be able to occasionally lift up to 50 lbs., with frequent lifting of up to 25 pounds
- Ability to spend long days standing and walking while participating in programming
- Ability to participate in outdoor activities with students including hiking, paddling, and swimming

## Position Details

This position is a full-time, salaried exempt position, primarily M-F daytime, with occasional nights, weekends, and overnights with advance notice. The compensation package includes the following:

- \$36,000 - \$39,000 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](mailto: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/](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!*