



Program Associate: College and Career Readiness

Project Morry is a comprehensive, year-round youth development organization dedicated to empowering children from under-resourced communities to create a positive future. Our ten-year commitment to each child closes the opportunity gap through a combination of academic enrichment and support, leadership development, and an exceptional summer camp experience.

Project Morry is committed to working intentionally with all stakeholders on racial equity and all forms of identity inclusion. We believe this work is necessary for our youth, families, staff, donors, and board to do the most impactful work. Education and social justice are the umbrella that covers and spans all we do and a lens we use in making program decisions.

Project Morry changes outcomes for students from the tri-state area by improving opportunities through proven programs: 98% of Project Morry students graduate from high school on time, 85% attend college, and 91% of those who attend college graduate. In addition to their academic success, Project Morry students exemplify our principles of teamwork, positive core values, volunteerism, and personal responsibility. They are leaders at school and in their communities.

Position

Program Associate-College and Career Readiness will support the Senior Director of Postsecondary Success in program development and communication with our high school youth and their families. This position will also support the delivery of the program and support to our Bridge Year students, who are in their first year of post-HS experiences. In addition, this role will support our initiatives with Alumni engagement.

College and Career Readiness

- Support and facilitate innovative and engaging workshops for our high school students focused on college and career readiness monthly.
- Ensure consistent attendance for programming through email, telephone, text, and social media communication.
- Follow up with individual students post meetings regarding attendance, workshop content, or other support needed emotionally or academically.
- Create monthly surveys and manage feedback from students post workshops and events.
- Enter student data into a program database in an accurate and timely manner.
- Manage the collection and tracking of student outcomes - including grades, advancement, class schedule, extracurricular activities, and overall school attendance rate.
- Identify and coordinate external speakers and organizations to share necessary information about access and opportunities for Project Morry students.
- Research enriching experiences, internships, job shadowing, and employment opportunities for participants.
- Develop an organized library of resources with scholarships, internships, and career opportunities for youth.
- Participate in summer program and curriculum development with other members of the year-round program team.

Organizational Responsibilities

- Represent Project Morry with all internal and external stakeholders, community partners, families, camp professionals, and donors, providing information about programmatic content and impact.
- Attend and support fundraising events.
- Support Board Committee work as needed
- Supporting and working with the Development and Administrative Team as needed.

Schedule Requirements

- During the school year, the Program team will work one (1) Saturday per month for High School programming.
- Work Location: three (3) days in the Port Chester office and two (2) days remote.
- Attend and facilitate periodic evening meetings during the school year for students and families.

Qualifications

- Passionate about working with youth, under-resourced communities, and the mission of Project Morry.
- Experience in providing high school guidance.
- Self-starter with the ability to proactively problem solve. Not afraid to make mistakes or try a new approach.
- Strong project management and follow-through skills. Flexible team player with a high level of professionalism who can work collaboratively as well as independently to accomplish goals. Strong written and verbal communication skills.
- Proficient in Microsoft Office.
- Proficiency in program databases as Campsite preferred.
- Bachelor's Degree required
- English written and verbal fluency is required.
- Fluency in Spanish is a strong plus.
- A valid Driver's license is preferred

Project Morry is an equal opportunity employer. People of color, women, people with disabilities, immigrants, veterans, members of the LGBTQ community, and those with lived experiences in the communities we serve are strongly encouraged to apply.

Compensation

The compensation range is \$45K to \$50K depending upon experience.

Project Morry provides 100% Employer-funded medical, dental, and vision insurance coverage as well as the opportunity to participate in Flexible Spending, life insurance, and retirement plans.

Employees receive a generous time off package including 12 Paid Holidays, 20 Personal and 8 Sick days, and additional paid time off for winter break and post-camp summer break for staff living at Morriss camp.

How to Apply

Please send your resume and cover letter to Eric Beriguete at eric@projectmorry.org. No calls, please.