



Girls' Education Program Manager, Young Women's Leadership Network (YWLN)

Young Women's Leadership Network (YWLN) supports two life-changing programs that empower students to break the cycle of poverty through education: The Young Women's Leadership Schools, a network of high-performing all-girls public secondary schools, and CollegeBound Initiative, a school-based college access program for young women and men. YWLN programs promote a college-going culture in schools and make the dream of college a reality for students growing up in low-income communities. To learn more, visit ywln.org.

YWLN is seeking a **Girls' Education Program Manager (PM)**. The PM reports to the National Director of Professional Development, and also works with other members of the Girls' Education team and members of the Newark Public Schools planning team. **The Program Manager will spend approximately three days per week supporting the development of a new Young Women's Leadership School in Newark, and two days per week supporting national Young Women's Leadership Affiliate school program work at YWLN.**

The successful candidate will have a bachelor's degree in a related field and a minimum of two years of relevant experience in secondary education, a community based organization, or an educational non-profit. Experience in new school planning or a previous role in a school setting preferred.

Primary roles and responsibilities include but are not limited to:

New School Development and Model Fidelity

- Collaborate with Newark Public Schools planning team to support all facets of new school development, including site location and specifications, staff recruitment, student recruitment, curriculum planning, community outreach and engagement, operations, budgeting, principal training, staff training, student on-boarding, identification of partnerships and programs, and other start-up duties as required.
- Partner with YWLN team to spearhead replication of Young Women's Leadership School model in Newark; serve as YWLN school model representative on the ground within new school planning team and as liaison through which Newark school becomes integrated in the YWLN Affiliate network nationally.

National Affiliate School Support and New School Inquiries

- Support National Director of PD in responding to Affiliate school requests for information, resources, tailored PD, or connection to other Affiliate schools.
- Support the facilitation of YWLN Affiliate Council monthly calls and webinars designed to increase communication among Affiliate school personnel, spread information, and share effective practices.
- Use close connections to integrate Newark school into the national YWL Affiliate network.
- Field inquiries from the public about starting all-girls' public schools or about starting an affiliation with YWLN. Make appropriate connections for follow-up.

Professional Development and Effective Practices

- Work in partnership with YWLN National Director of Professional Development to provide logistical support for PD opportunities to our national Affiliate schools (13 in total, 16 by 2019) in YWLN's four core areas: Leadership, Early College/Career Awareness, Health & Wellness, and STEM.
- Communicate regularly with Affiliate school personnel to assess needs and work with National Director of PD to tailor offerings to evolving school needs and priorities in "whole girl" instruction.
- Support efforts to codify effective practices within YWL Network in NYC and share across national network. Provide logistical support as needed for student events and programs.
- Other duties as needed, including leading team meetings, providing organizational newsletter content, etc.

Key Qualifications

- Demonstrated belief in YWLN's and Newark Public Schools' missions
- Commitment to the growth and development of young women
- Passion for teaching and learning
- Experience with and understanding of public schools
- Experience working with students from low-income communities
- Excellent writing, editing, and communication skills
- Excellent project management and organizational skills
- Exceptional interpersonal skills and a demonstrated ability to build strong relationships
- Strong computer skills including knowledge of Microsoft Office applications
- Minimum of two years of relevant experience in secondary education, a community based organization, or an educational non-profit

Compensation: Competitive/commensurate with experience. FLSA Status: Exempt. YWLN is an equal opportunity employer.

Application instructions: Please email your resume and cover letter to PGMGR-GE@ywln.org. No phone calls please.