



BALTIMORE  
POLYTECHNIC  
INSTITUTE



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**TITLE:** Pay it Forward Program Director

**DEPARTMENT:** BPI Foundation Inc.

**REPORTS TO:** Executive Director

**EMPLOYMENT STATUS:** Part time

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## **Job description**

Reporting to the Executive Director the primary responsibility of the Pay it Forward Program Director is to ensure the success of students at the Baltimore Polytechnic Institute. This position will be responsible for managing the daily operations and results of the program which includes: student enrollment and recruitment; obtaining STEM internships for students; academic support; mentorship opportunities; and the integrity of reporting and results.

This is an exciting time to be joining the organization. Pay it Forward was established in 2017 and is currently undergoing a period of growth and identity. We are seeking a seasoned leader in Baltimore to help propel the program further and improve our character education and workplace etiquette training and career opportunities for students at the Baltimore Polytechnic Institute.

## **Program Management/Administration**

- Manage the daily operations of the program, students (young adults), etc.
- Establish and implement operational procedures and long-term plans for the program based on the templates provided by the network
- Assist Executive Director and advisory board in analyzing program outcomes; use data to inform program changes
- Oversee instruction/curriculum (in coordination with Urban Alliance), internship cycle/job placement (in coordination with advisory board), and all program initiatives
- Develop and maintain relationships with corporations for student recruitment and placement purposes
- Oversee program coordination of student resources (professional clothing, transportation vouchers, etc.)
- Research and implement workforce development, technology training, and career development best practices

## **Recruitment & Admissions:**

- Develop and execute, with the help of the Guidance Office, a strategic recruiting plan for program participants
- Manage student recruitment and admissions process which include: recruitment cycles, application processes, etc.
- Develop and maintain relationships with corporate partners and youth development organizations, including presenting the program to such organizations

**Internship and Job Development:**

- Develop and execute, with the advisory board, strategic plan to source internships and jobs for students and alumni
- Develop strong job sourcing relationships to assist with alumni placement

**Program Evaluation, Reporting, & Communication:**

- Ensure completeness and accuracy of data input supporting key metrics (student performance, growth, track acceptance, graduation, placement, and retention rate of students)
- Provide feedback regarding students' professional and technical skill sets to ensure they are on track to competently handle job responsibilities upon placement

**Minimum Qualifications (Knowledge, Skills, Abilities):**

- Bachelor's degree in sociology, education, technology, English, business, public policy/administration, or related discipline preferred
- Desire to expand opportunities for youth in Baltimore City
- Flexibility, creativity, resourcefulness, organization
- Excellent verbal and written communication
- Excellent relationship building and interpersonal skills
- An effective leader who is able to identify opportunities, recommend improvements, and consistently serve as an example that the staff and students should follow