

Bright Futures Program Manager:

- Manage program and deliver sophomore (10th grade) and junior (11th grade) curriculum for Bright Futures Program.
 - Collaborate with PCHS faculty and staff to ensure alignment with existing programs and classes, including but not limited to counseling staff, Latinos in Action (LIA), Dream Big, as relates to college preparation activities (i.e. FAFSA, Scholarships, College Applications and Essays) and parent communications and events (i.e. Parent Nights).
 - Prepare and the program's annual calendar of events and communicate the information to stakeholders, including program students and parents; PCHS administration, faculty, staff; PCEF; and Bright Futures Advisory Board.
 - Recruit, train, and manage volunteers to help with program events and activities.
 - Track and maintain student data, including participation, progress, and academics.
 - Lead and execute program events and activities, including but not limited to, Leadership Academy, lunch meetings, office hours, college field trips, and cultural activities.
 - Position would oversee all program operations, including staff management.
- Requirements:
 - Spanish speaker preferred.
 - Experience in one or more of the following areas: Student counseling, leadership training, volunteer coordination, the college preparatory and application process and financial aid.
 - Capable of working as a team with current PCHS administration, staff, and faculty, as well as, Bright Futures program staff.
 - Networking skills to build and maintain support system for program within the community and PCHS.
 - Strong communication skills - written and verbal.
- Term and Pay: Special Assignment Contract
 - 29 hours/week
 - Based on the 2019 - 2020 Classified Salary Schedule \$21.29 - \$26.57 per hour depending on related experience