



Program Assistant

Mission: *To support academic achievement through athletics*

Position Summary:

The Program Assistant will be responsible for supporting Program Coordinators as part of Scholar Athletes core strategy of providing academic coaching and mentoring, health and wellness and postsecondary support to partner public high school students at school-based learning centers called Zones. The Program Assistant will work with his/her Program Manager to provide partner schools with direct service to students through Scholar Athlete programming, provide assistance to Scholar Athletes Program Coordinators at assigned schools, and engage in capacity building tasks across their cohort of schools.

Department: Scholar Athletes Program Services

Reporting To: contingent on assigned location(s)

Direct Reports: n/a

Location: multiple positions at Boston Public Schools and/or Everett High School

Status: Hourly \$13/hr

Responsibilities:

Program Assistants at assigned partner schools will have daily tasks that include but are not limited to:

- Support the recruitment and enrollment of current and potential scholar-athletes throughout the school year using various methods to increase membership, meet program targets and increase varsity athletic participation
- Execute Health and Wellness programming at partner schools
- In partnership with SA Program Coordinator develop and maintain relationships with school coaches and Athletic Coordinators
- Provide direct mentoring and academic coaching support to a cohort of Zone members
- Responsible for coordination and implementation of NCAA workshops and counselling sessions
- Responsible for maintaining and updating Scholar Athletes program collateral
- Assist Program Coordinators in the inventory and tracking of all program materials and equipment
- Assist Program Coordinators in all Scholar Athletes program data entry and program attendance management
- Assist in outreach to Zone member parents/guardians to engage them in Scholar Athletes programming and build awareness of the resources available through program participation
- Serve as brand ambassadors both internally and externally to key stakeholders and new constituencies
- Participate in site wide and position specific professional development initiatives

Professional Requirements:

BSA is seeking an experienced professional with a minimum of 1-2 years of successful work within a youth development context and/or urban public school system. A demonstrable track record of self-initiative, organization, and passion for “giving back” is essential. In addition s/he will have:

- Associates degree and/or equivalent experience will be considered
- Proven experience and a track record of success with managing relationships with individuals and organizations
- An effective communicator and collaborator with developed skills in writing and speaking
- An ability to receive and respond well to feedback in a professional, constructive manner
- A comfort level for working well under pressure to meet deadlines and high expectations
- Adequate software skills, particularly with Microsoft Word, PowerPoint, and Excel
- An ability to thrive in a fast-paced, data-driven environment
- Passion for nonprofit work, particularly in an academic setting

Personal Characteristics:

The ideal candidate will be dependable, energetic, and adept at planning, prioritizing, organizing, managing, and executing on organizational and self-generated strategies.

In addition, s/he will be:

- Comfortable with goal setting and quantifying results
- Accountable for his/her performance against targets and his/her team's performance
- Committed to, knowledgeable of, and enthusiastic about the program's mission and strategy
- Diplomatic, respectful, and balanced in his/her approach to others
- Energetic and willing to work hands-on in developing and executing a variety of initiatives ranging from the day-to-day to the long-term, from the highly creative to the tedious but effective
- Possessive of a strong work ethic
- Self-motivated and detail oriented

Necessary Attributes:

- Candidate must possess Scholar Athletes Core Values: **Driven, Committed, Focused and Innovative**

Interested applicants should submit a cover letter and resume to:

SAinfo@WeAreSA.org