



Apprentice Learning

Ignite Purpose

745 CENTRE STREET | JAMAICA PLAIN, MA 02130 | 617-221-3912

ORGANIZATIONAL DESCRIPTION

Apprentice Learning provides real-world work experiences for 200 eighth graders in Boston Public Schools. At such a critical period in a young person's life, these are the opportunities that ignite growth and change: sparking passions, giving a sense of purpose to the present, and more importantly, to a young person's future. Our aim is to launch dreams and plans for 500 youth that lead to success in high school, college and career. At Apprentice Learning, experience ignites purpose.

PROGRAM DIRECTOR

The Program Director will manage program delivery and support the strategic advancement of the organization in collaboration with the Executive Director.

RESPONSIBILITIES:

Program Implementation: Lead the implementation of our innovative career programming in middle schools.

- Facilitate, direct and co-design Apprentice Learning's career exploration programs in our five partner Boston Public Schools for 400 students annually.
- Lead and supervise fulltime and part time staff.
- Manage all aspects of program quality and safety.
- Supervise volunteers, interns, and AmeriCorps Fellows.
- Collect data and document results for both internal and external audiences.
- Provide opportunities for professional development for staff and volunteers.

Capacity Building: Implement program expansion with new school partners.

- Establish Apprentice Learning's successful apprenticeship program in new schools by building relationships, identifying resources, and aligning our work with a school's teaching and learning goals and school culture.
- Identify community resources, networks that will advance program quality at school sites.

Apprentice Learning believes that every young person should be empowered to pursue a fulfilling work life. Our programs leverage career exploration to teach skills and to nurture dreams.

Organizational Support and Leadership: Contribute to a positive, supportive organizational culture that values unique individual qualities and collective voice.

- Develop supportive relationships with leadership in current and new school partners that benefit students and advance Apprentice Learning's overall program goals.
- Support organizational initiatives, events, and community impact.
- Invest in a supportive workplace culture.
- Engage with all staff on a regular basis and mentor younger staff when appropriate.

QUALIFICATIONS:

The Program Director must have 3-5 years of demonstrated program leadership in an urban setting. Additional qualifications include:

- Authentically engage with middle school students and to inspire them to do their best now and in the future.
- Have extensive experience in delivering programming in urban settings.
- Be exceptionally organized and an expert problem solver.
- Demonstrate professionalism at all levels and have a strong work ethic and values that align with Apprentice Learning's organizational mission and vision.
- Possess excellent interpersonal and leadership skills to maintain relationships with funders, business partners, schools, colleagues, individuals, students, and their families.
- Willingness to join and fully participate as a member of our school communities.
- Willingness to work with colleagues to nurture authentic and productive relationships.
- Contribute to a positive and supportive organizational climate and culture.

BENEFITS:

Salary: 60,000+ annual salary

Vacation: 4 weeks, 11 holidays

Health Insurance and matched 401K plan

TO APPLY:

Send a resume and a letter describing why you are interested in the position.

Deadline: June 1, 2021.

Info@apprenticelearning.org

Apprentice Learning strives to have a board and staff who reflect the students we serve. To that end, staff is expected to recognize and value racial, religious, cultural, ethnic, economic, gender diversity as well as diversity of opinion and learning style. We strive to create a culture where staff, students, families, school and work partners are treated with respect and dignity. Staff is encouraged to engage in ongoing learning to increase personal effectiveness regarding diversity and inclusion. We agree to motivate and encourage one another regarding the everyday practice of diversity and inclusion.

Apprentice Learning believes that every young person should be empowered to pursue a fulfilling work life. Our programs leverage career exploration to teach skills and to nurture dreams.