Minds Matter NYC
Programs Assistant Role Description

Minds Matter NYC connects driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their future, and change the world. For 30 years, every Minds Matter NYC student has been admitted to a four-year college or university.

Over the last several years, Minds Matter NYC has experienced tremendous growth—nearly doubling the size of the student body, expanding the size of the volunteer corps and staff, and growing the annual budget. The organization is poised to dramatically expand both its service population and scope of services as part of its 2025 strategic plan.

Minds Matter seeks an enthusiastic, organized, and driven Programs Assistant to join the team. Reporting to the Director of Programs, the Programs Assistant is a highly collaborative position that works with stakeholders throughout the organization, including all members of the Minds Matter NYC staff, the student body, the volunteer corps, and the Executive Committee.

This is an entry-level position with a starting salary of $47,000 (non-negotiable). Minds Matter offers full benefits and a fun and flexible workplace.

During the school year, regular workdays for this position are Tuesday–Saturday.

Minds Matter NYC takes responsibility for creating a diverse and inclusive community. We believe that starts with engaging people at every level of the organization who reflect, celebrate, and affirm multi-dimensional identities. This allows all of us to broaden our thinking, deepen our understanding, and expand our views on what is possible. **Minds Matter encourages individuals of all racial, ethnic, and socioeconomic backgrounds, as well as all gender and sexual identities, to apply for this position.**

FUNDAMENTAL QUALITIES

- Team player who is ready to learn and grow with the organization
- Self-starter, eager to own projects and make them successful
- Highly organized and detail-oriented
- Creative and enthusiastic
- Passionate about the Minds Matter mission and the organization's values of community, commitment, and growth
- Excellent writing, editing and proofreading skills

ESSENTIAL RESPONSIBILITIES: PROGRAM SUPPORT

- Support day-to-day operations/logistics for Saturday programs
- Manage data collection specific to student progress (e.g., attendance, surveys, transcripts)
- Reconcile and manage sophomore and junior program expenses

- Work with the Director of Programs to make updates and enhancements to existing sophomore and junior program curriculum
- Work with the programs team to coordinate logistics for events (e.g., scheduling, student communication, materials, etc.)
- Support college trips for junior and senior programs
- Communicate regularly with students, parents/guardians, as well as guidance counselors, in support of sophomore and junior program student success
- Collaborate with the programs team to streamline communication processes and establish best practices
- Serve as the main contact for school partners and manage the logistics and operations for all Saturday space needs and requirements
- Recruit, hire, train test prep instructors to facilitate junior program test prep; manage a successful test prep program

ESSENTIAL RESPONSIBILITIES: SUMMER PROGRAMS
- Manage and oversee the summer programs process for the junior program
- Collaborate with MM National and serve as the point of contract for NYC partners to ensure that all stakeholders have the necessary information needed to apply and attend summer programs
- Train junior Team Leaders and junior mentors on how to support students through the summer programs process
- Manage summer programs volunteers
- Manage summer programs budget
- Coordinate student summer programs placement to ensure that all junior students attend a summer program

ESSENTIAL RESPONSIBILITIES: STUDENT RECRUITMENT

- Support, conduct, and manage information sessions for prospective students and work with alumni to host information sessions
- Manage student recruitment, including application screening, scheduling, and conducting interviews
- Process and evaluate student applications and manage student interviews for prospective students
- Draft communications to various stakeholders and field questions and concerns from students and prospective applicants
- Work with staff and the volunteer recruitment team to select incoming students each year
- Recruit, train and manage volunteers to implement the application review and interview process
- Serve as the point person for all communication with school partners and contacts and foster strong relationships with current and potential partner schools

OTHER QUALIFICATIONS

- Bachelor's degree required
- 1-2 years of experience in education or nonprofit sector preferred
- Able to manage complex tasks and multiple projects and timelines
- Strong interpersonal skills; ability to connect with people from diverse backgrounds

- Demonstrated ability to connect with high school and college-level students from historically marginalized and underrepresented communities
- Capable of working independently as well as collaboratively
- Previous experience with excel and managing data preferred
- Previous experience with CRM databases, such as Salesforce, preferred
- Must be available to work Saturdays and occasional evenings

To apply for this position, please complete the application and submit your resume.

Applications will be reviewed and processed in the order received through June 15, 2021 or until the position is secured.

Minds Matter is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other basis prohibited by applicable law.