

## Middle School Program Associate Job Description

First Graduate, a non-profit organization located in San Francisco, helps young people finish middle school and high school and become the first in their families to graduate from college, well prepared to pursue careers that are meaningful to them. Through a combination of academic support and instruction, high school and college counseling, individual mentoring, and career exploration, First Graduate engages young people in a 10+ year comprehensive program designed to increase knowledge, improve skills, and build confidence.

### Diversity Statement

First Graduate is committed to building a culturally diverse staff that reflects our student population; we strongly encourage applications from people of color and first-generation college graduates.

### Position Overview

The First Graduate Middle School Program Associate will oversee the implementation and evaluation of First Graduate middle school programming for 40-60 students (7th and 8th graders) at the First Graduate partner middle school site. They will also supervise and oversee the work of First Graduate college interns, who will be coaching middle school students individually, leading small group activities/discussions, and providing homework support.

Reporting to the Middle School Program Manager and working closely with other members of the First Graduate team, the Middle School Program Associate must possess excellent communication, problem-solving, and project management skills. The ability to stay organized and support multiple students as well as multiple projects is a must.

### Specific Responsibilities

#### *School Site Partnerships*

- Oversee a First Graduate school site partnership, acting as the lead contact with school administration, faculty and after school programming partners
- Coordinate logistics around First Graduate's after school programming and events at partner school
- Oversee First Graduate collaboration with school administration, faculty and after school programming partners around activities that promote a college going culture at partner school
- Facilitate/support the recruitment of the next cohort of First Graduate students in the fall

#### *Program Design, Planning and Implementation*

- Oversee some planning and implementation of:
  - The after school program
  - Weekly workshops for 7th and 8th grade students
  - Monthly workshops for middle school families

Our Students. Our Future. #OurSanFrancisco

# F<sup>1</sup>ST GRADUATE

- Field trips to companies, colleges, and high schools
- Recruitment activities, including student and parent presentations and workshops
- The high school application process for 8th students
- A college intern program where interns coach 7th and 8th graders around goal-setting and exploring career, college, and high school interests
- Collect program data and generate periodic program assessment reports
- Assess the effectiveness of the First Graduate Middle School program components and facilitate changes to program design as necessary

## *Personnel Management*

- Supervise and support 2 to 3 college interns as they conduct weekly check ins with students and lead discussions around high schools, colleges, and careers
- Conduct weekly check ins with 2 to 3 interns around student concerns, goals, and progress with the high school application process
- Act as the First Graduate point person for First Graduate volunteers at partner school site

## *Coaching/Advising*

- Support 7<sup>th</sup> and 8<sup>th</sup> grade middle school students
- Help students assess their own academic strengths and weaknesses and set their own short and long-term academic goals
- Counsel students and their families to consider all high school options, complete required application and financial aid materials, and make informed decisions about enrollment
- Conduct yearly individual meetings with students/parents
- Complete student notes each semester
- Monitor each student's academic performance and progress through regular communication with his/her teachers, counselors and parents

## **Qualifications:**

- 2+ years of direct service experience with middle school youth of diverse cultural and socio-economic backgrounds (preferably teaching, counseling or case management)
- 2+ years of experience in program design, planning and implementation
- Strong foundation of knowledge on effective teaching methods, theories of education, and outcomes-based program evaluation
- Some experience managing programmatic partnerships, especially public and private K-12 schools (experience with San Francisco schools preferred)
- Experience managing multiple projects
- Excellent communication skills, both verbal and written
- Excellent problem solving skills
- Effective planning, organizational, and logistical skills
- Bachelor's Degree from an accredited institution
- Fluency in Spanish or Cantonese a plus

Our Students. Our Future. #OurSanFrancisco

# F<sup>1</sup>ST GRADUATE

- Excellent computer skills, including Google applications, Microsoft Office and other commonly used software/web applications
- Strong work ethic; highly self-motivated

## **Additional Requirements**

- All employees are required to successfully pass a criminal background check via Department of Justice and FBI LiveScan fingerprinting
- All employees are required to successfully show proof of a recent negative TB test

## **Compensation**

- Salary range: \$54,080 - \$58,020 commensurate with demonstrated skills and experience
- Excellent benefits package, including full medical, dental, and 403(b) (employee contributions)

## **To Apply**

Please send a cover letter and resume to: Marcel Glover, Middle School Programs Manager, [mglover@firstgraduate.org](mailto:mglover@firstgraduate.org). Applications will be accepted until the position has been filled. Please note that due to the large number of applications received, only candidates who are invited to the first-round interview will be contacted.

## **Non-Discrimination Policy**

First Graduate is committed to cultivating and preserving a culture of inclusion and connectedness. We grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

For more information about First Graduate please visit [www.firstgraduate.org](http://www.firstgraduate.org)

**Our Students. Our Future. #OurSanFrancisco**