



Senior Manager of Student Enrollment & Public School Partnerships

Full Time (60% in-person, 40% remote)

About GO Project

GO Project's vision is to close the opportunity gap for all under-resourced families who have children that are struggling in their New York City public school. By providing access to coordinated, comprehensive, and effective programs, GO supports families in ensuring their child's success in school, at home, and in life.

Reporting to the Chief Program Officer, the Senior Manager of Student Enrollment & Public School Partnerships manages the program strategy to enroll students and engage our public school partners. The Senior Manager supervises the Program Coordinator and works closely with the Program Team to manage new student and family onboarding.

This is a full-time position including 22 Saturdays (between October – April) and periodic evenings for meetings and special events. During those weeks, the position is typically Tuesday-Saturday. When Saturday programs are not in session, the position is Monday-Friday.

New Student & Family Engagement

- Manage student enrollment and retention goals that align with organizational priorities and manage team-oriented projects to meet these objectives. This includes supporting the development of the strategy for student recruitment, application, and orientation.
- Manage an efficient engagement system that reduces barriers to accessing GO Project programs for students who meet enrollment requirements. This includes creating a safe and welcoming environment for families representing a variety of cultural backgrounds, language preferences and abilities.
- Manage the monitoring, tracking, and data collection for enrollment within Salesforce. This includes supporting the collection and entry of program attendance information.
- Manage clear communication with families through phone calls, text, email and other communication systems.
- Facilitate Family Info Sessions, Orientations, & presentations.

Public School Partnership & Engagement

- Develop and manage the public school engagement strategy based on GO's enrollment goals (including plans for the development of new school partnerships).
- Partner with public school teams to drive student enrollment and engagement through sharing data and developing outreach and engagement strategies for teachers and families.
- Support with maintaining school partnerships with all current and prospective school partners including school administrators and instructional staff.
- Attend school engagement events to promote visibility within GO's Public School Partner communities. This may include attending parent teacher conferences, PTA meetings, district team meetings and other events.

Campus and Organizational Leadership

- Work with the Program Team to drive strong and continuous student enrollment and to onboard students and families into programs.
- Serve as a campus operations leader on an interdisciplinary campus leadership team on Saturday mornings during the school year and throughout the summer. This includes



designing and overseeing program implementation, opening and closing the campus, welcoming families and ensuring that all direct service staff have the materials and resources needed to provide programs for children and families.

- Supervise a team of up to 4 part-time staff to support program engagement and operations on Saturdays and during the summer.
- Engage in ongoing outreach to families to support enrollment and engagement.
- Manage campus-level retention and engagement through data monitoring. This includes managing campus-level attendance tracking and attendance-related outreach.
- Support with establishing innovative ways to create a welcoming place for all students and families.

QUALIFICATIONS

The successful candidate has 3-5 years of enrollment experience in a school or youth development organization in addition to:

- At least 3 years of supervisory and team management experience in a youth development or academic support context
- Demonstrated experience managing youth programs in an out-of-school time or summer program setting
- Demonstrated experience working as part of an interdisciplinary team to oversee program design and implementation
- Ability to effectively prioritize tasks, manage operations, and remain highly organized in a fast-paced environment
- Strong belief in GO Project's mission and vision and enthusiasm to take a role in the management of GO Project's Saturday and summer programs
- Capacity to serve as a coach and mentor to direct reports and colleagues
- Excellent interpersonal, organizational, oral and written communication skills
- Experience building relationships with people representing diverse cultural backgrounds
- Experience in a systems-minded and human-centered approach to project management
- Comfort using technology including Salesforce and Microsoft Suite to manage projects and information and is open to learning new platforms
- Familiarity with New York City educational landscape and experience working with public schools
- Advanced degree in Education, Social Work, Nonprofit Management or a related field is preferred
- Fluency in Spanish, Mandarin or Cantonese is also a plus

Salary and Benefits

Salary range is \$77,000 - \$80,000 - based on experience. Benefits include medical, dental, vision, life insurance and long-term disability. GO Project provides four weeks annual paid vacation + paid holidays. Retirement plan contribution match is in effect after one year.

Commitment

This is a full-time position including 22 Saturdays (between October –April) and occasional mornings and evenings for special events and school outreach. On weeks with Saturday programming, the Senior Manager's work week is typically Tuesday through Saturday. The role is fully in-person during GO Summer programming.

**How to Apply:**

GO Project is committed to building and supporting a diverse staff and is invested in fostering leadership from marginalized communities. If you are interested in applying for this position, please submit your cover letter and resume to hiring@goprojectnyc.org and complete the application linked in the Senior Manager of Student Enrollment and Public School Partnerships job description [here](#).

The GO Project is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.
